

EASTERN RAILWAY

No. E.95/0/Vol. VIII

Kolkata, dated, the 22nd September, 2017

All Concerned.

Sub: Guidelines on Air Travel on Official Tours- Purchase
of air ticket from authorized agent..

The following Copy of Railway Board's letter No. F(E)/2016/AL-28/25 dated 21.09.2017 (RBE No. 136/2017) on the above mentioned subject is forwarded for information guidance and necessary action.

(S. Chakraborty)

Sr. Personnel Officer/BGB
for Chief Personnel Officer

Copy of Railway Board's letter No. F(E)/2016/AL-28/25 dated 21.09.2017(RBE No. 136/2017) addressed to the General Managers, All Indian Railways and others.

Sub: Guidelines on Air Travel on Official Tours- Purchase
of air ticket from authorized agent..

The department of Expenditure (DoE), Ministry of Finance vide their O. M's No. F. No. 19024/22/2017-E.IV dated 19th July, 2017 have circulated certain guidelines regarding procedure for purchase of air tickets from authorized travel agents only for air travel on official tours.

2. A copy of the said O.M dated 19.07.2017 is circulated herewith for strict compliance.

Index No. 1030: Guidelines on Air Travel on Official Tours- Purchase of air ticket
from authorized agent

Contd...2/-

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 19th July, 2017

Office Memorandum

Subject - Guidelines on Air Travel on Official Tours - Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Department's O.M. No. 19024/1/2006-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 08.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/offices/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/offices/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

(ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

(iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

(iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmla Dey)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list

Copy O/o C&AG, UPSC etc. as per standard endorsement list.