

GGSSIP UNIVERSITY, DWARKA, NEW DELHI
FINANCE & ACCOUNTS DEPARTMENT


No. Accounts/office order/ 421

Dated: 07-01-15

OFFICE ORDER

Sub.: **Air travel on official account- both domestic and international.**

1. Attention of all the Departments of the University is invited towards the instructions issued by the Government of India, Ministry of Finance vide their OM dated 13.07.2009 (Copy enclosed) wherein it has been stated that while air travel on official account-both domestic and international, the officers concerned may travel only by Air India and are permitted to have/get booking at Airlines booking counter/website of Airlines or through approved travel agents. Wherever an officer seeks to utilize the service of travel agents, it should be limited to M/s. Balmer Lawrie & Company and M/s. Ashok Travels and Tours. Govt. Of NCT of Delhi has also approved DTTDC as an authorized agency for booking of air-tickets while on official tour.
2. Further, attention of all departments of the University is invited to the Govt. Of India, Ministry of Finance, Department of Expenditure's O.M. dated 24.9.2014 wherein guidelines were issued for purchase of air tickets and travel by Air India while availing LTC and official tours.
3. A number of references are being received to relax the provisions with regard to purchase of air tickets other than authorised agencies, as mentioned in para 1 other than Air India.
4. In view of the above, it is informed to all concerned that the university will not consider any proposal for relaxation on travel by airlines otherthan Air India and with regard to booking of Air-tickets from agencies other than approved agencies.


(S.K. Tanwar)
Controller of Finance

1. All the Deans/Director.
2. Head of Departments
3. AR to VC for information to Hon'ble V.C.
4. AR to Registrar for information to Registrar
5. Asstt. To Pro Vice Chancellor for information to Pro Vice Chancellor
6. All JR/DR/AR's/SO's
7. FO/AAO/DDO
8. Server Room. for uploading on website.

F.No.19024/1/2009-E.IV
Government of India
Ministry of Finance
(Department of Expenditure)

New Delhi, the 13th July, 2009.

OFFICE MEMORANDUM

Subject : Air Travel on official account – both domestic and international.

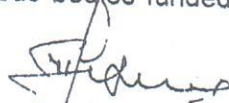
In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by **Air India**.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.


(Y.P. Sehgal)

Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

फा. स. 19024/1/2009-संस्था-IV

भारत सरकार
वित्त मंत्रालय
व्यय विभाग

नई दिल्ली, दिनांक 13 जुलाई, 2009

कार्यालय ज्ञापन

विषय:- सरकारी खाते से स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के संबंध में।

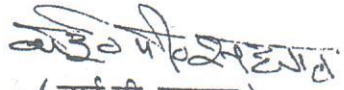
इस मंत्रालय के दिनांक 23 नवम्बर, 2005 के का.ज्ञा. सं. 7(2)/संस्था-समन्वय/2005 में आंशिक आशोधन तथा इसी मंत्रालय के दिनांक 24.03.2006 के का.ज्ञां. सं. 19024/1/संस्था-IV/2005 का अतिक्रमण करते हुए, निर्णय लिया गया है कि स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के ऐसे सभी मामलों में, जिनमें हवाई मार्ग की लागत भारत सरकार वहन करती है, संबंधित अधिकारी केवल एअर इण्डिया द्वारा ही यात्रा कर सकते हैं।

2. ऐसे स्टेशनों, जो एअर इण्डिया से जुड़े हुए नहीं हैं, की यात्रा करने के लिए अधिकारी अपने अंतिम गंतव्य-स्टेशन के निकटतम हब/बिन्दु तक एअर इण्डिया द्वारा यात्रा करें तथा उसके आगे किसी अन्य एअरलाइन की सेवाएं ले सकते हैं, लेकिन यह एअरलाइन भी अधिमानतः एअर इण्डिया की मैत्री एअरलाइन (एलाइन्स पार्टनर) होनी चाहिए।

3. प्रचालनगत अथवा किसी अन्य कारण अथवा अनुपलब्धता के कारण इन आदेशों से विचलन के सभी मामलों में, वैयक्तिक मामले छूट हेतु नागर विमानन मंत्रालय के पास भेजे जाएं।

4. भारत सरकार के सभी मंत्रालयों/विभागों से अनुरोध है कि इन अनुदेशों का सख्ती से पालन करें।

5. ये आदेश भारत सरकार द्वारा वित्तपोषित स्वायत्तशासी निकायों के अधिकारियों पर भी लागू होंगे।


(वाई.पी. सहगल)

उप सचिव, भारत सरकार

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग, आदि।
2. सभी वित्तीय सलाहकार।
3. सरकारी क्षेत्र के सभी उद्यमों के प्रमुख।

No. 31011/ 5/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 24th September, 2014

OFFICE MEMORANDUM


Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt.(A.IV) dated 19th June, 2014, as per which the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014 which are as under:

- (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India/airlines, are required to be paid to the aforementioned authorised travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.


(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

Contd...

: 2 :

From pre-page:

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- ✓ 10. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders → Establishment → LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & Company Ltd., Core 8, Scope Complex, Ground Floor, 7, Lodhi Road. New Delhi.
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001