

No.85/06/2022-Cash
भारत सरकार/Government of India
श्रम और रोजगार मंत्रालय/Ministry of Labour & Employment
रोकड अनुभाग/Cash Section
श्रम ब्यूरो/Labour Bureau

श्रम ब्यूरो भवन/Shram Bureau Bhawan,
सेक्टर-38 वेस्ट/Sector 38 West,
चंडीगढ़/Chandigarh-36
दिनांक/Dated: 06.07.2022

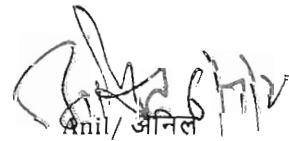
NOTE/ टिप्पण

Ministry of Finance, Department of Expenditure has issued modification of instructions regarding booking of air tickets for official tour/training vide O.M No.19024/03/2021-E.IV, dated 16.06.2022 {copy enclosed}. In this regard, it is hereby informed that if any Officer/Official is willing to book his/her Air tickets through Labour Bureau office for proceeding on official tours/trainings, the Officer/Official has to send a request via e-mail to airticket.ddo@gmail.com. The request e-mail should have following mandatory attachments:

- a) Approved Tour Program of the Officer/official;
- b) Complete details of travel itinerary in the prescribed format for booking of Air Tickets;
- c) A self declaration undertaking indicating that the intended flight chosen is the cheapest flight available on the day of travel in the desired 3 hours slot – 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00;
- d) Normally, all booking requests should be forwarded to Cash Section at least 72 hours prior to intended date of travel. Any booking request received within less than 72 hours of intended travel on tour will require the submission of self declared justification;
- e) Any other request received via any other means for air ticket booking will not be considered.

This issues with the approval of competent authority.

Encls: As Above


Anil/ अनिल
DDO/ डी.डी.ओ

FORMAT- for submitting Travel itinerary for booking of Air Tickets

Passenger 1 : MR/MS/MRS <FULL NAME> {Passenger Mobile Number xxxxxxxxxxx}{Email: xxxxxxxxxxx}

From: CHANDIGARH To: KOLKATA by Indigo Flight No 6E-6041 on 27.06.2022 at 07.40 PM hrs in ECONOMY CLASS
From: KOLKATA To: CHANDIGARH by Indigo Flight No 6E-6616 on 30.06.2022 at 12.45 PM in ECONOMY CLASS

Passenger 2 : MR/MS/MRS <FULL NAME> {Passenger Mobile Number xxxxxxxxxxx}{Email: xxxxxxxxxxx}

From: CHANDIGARH To: GOA by Indigo Flight No. 6E/614 on 19.06.2022 at 02.35 PM in ECONOMY CLASS
From: GOA To CHANDIGARH by Indigo Flight No. 6E/724 on 23.06.2022 at 05.50 PM in ECONOMY CLASS

Passenger 3 : MR/MS/MRS <FULL NAME> {Passenger Mobile Number xxxxxxxxxxx}{Email: xxxxxxxxxxx}

Passenger 4 : MR/MS/MRS <FULL NAME> {Passenger Mobile Number xxxxxxxxxxx}{Email: xxxxxxxxxxx}

From: CHANDIGARH To: MUMBAI by Indigo Flight No. 6E-5218 on 04.07.2022 at 06.15 AM in Economy Class
From: MUMBAI To: INDORE by Indigo Flight No. 6E-5225 on 05.07.2022 at 08.45 PM in Economy Class
From: INDORE To: JABALPUR by Indigo Flight No. 6E-7316 on 08.07.2022 at 06.30 AM in Economy Class
From: JABALPUR To: DELHI by Indigo Flight No. 6E-5004 on 08.07.2022 at 08.00 PM in Economy Class
From: DELHI To: CHANDIGARH by Indigo Flight No. 6E-315 on 09.07.2022 at 05.40 AM in Economy Class

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 16th June, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

In view of the decision of the Government for disinvestment of Air India, it has already been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.

- (i) M/s Balmer Lawrie & Company Limited (BLCL),
- (ii) M/s Ashok Travels & Tours (ATT)
- (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC),

2. The choice of the travel agent for booking of ticket for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.

3. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking :-

(a) On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.

5. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.

6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.

7. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.

8. (a) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized agencies only.
- (b) Employees must register their official Government Email-Id with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.
9. Ministries/Departments should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.
10. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate /attached offices are authorized to grant relaxation.
11. All Ministries/Departments are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.
12. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.
13. Ministries/Departments must clear all previous outstanding dues to the travel agents by 31st August, 2022.
14. No Mileage Points will be generated against travel on Government account.
15. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including Attached/Subordinate Offices/Autonomous Bodies under their control.
16. This O.M. is issued in supersession of all existing instructions on the subject.
17. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

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.

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....