

File No.PP-17/1/2022-PAP
Government of India
Ministry of Communication
Department of Posts
Establishment Division/P.A.P Section

Dak Bhawan, Sansad Marg,
New Delhi – 1100 01
Date: 12th January, 2022.

To

1. All The Chief Postmasters General/ Postmasters General
2. The Chief General Manager, BD Dte/Parcel Dte/ PLI Dte
3. The Director RAKNPA/ GM CEPT/ Directors of All PTCs,
4. The Addl. Director General, Army Postal Service, R.K. Puram, New Delhi
5. All The General Managers (Finance)/ DAP/ DDAP

Sub: Modification of instructions regarding Booking of Air Tickets on Government account-regd.

I am directed to forward herewith a copy of the Department of Expenditure, Ministry of Finance Office memorandum No. 19024/03/2021-E.IV dated 31st December, 2021 on the subject cited above for kind information and further necessary action in this regard.

2. All postal circles are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices under their control.

Sapna
12.1.2022
(Sapna)

Assistant Director General (Estt.)

Encl.: OM no. 19024/03/2021-E.IV dated 31st December, 2021.

Copy to:

1. PPS to Secretary (Posts)/ PS to Director General Postal Services.
2. Addl. DG (Co-ordination)/ Member (P)/ Member (O)/Member (PLI)/Member (Banking)/ Member (Tech)/ Member (Plg & HRD)
3. AS & FA
4. Sr. DDG (Vig) & CVO/ Sr. DDG (PAF)/ Director General P&T (Audit)
5. Secretary, Postal Services Board
6. Chief Engineer (Civil) Postal Directorate
7. Admin/C & A/Budget Section/ PA Wing/ STT Section of Postal Directorate
8. All other Sections of Postal Directorate
9. All recognized Federations/ Unions/ Associations
10. GM, CEPT for uploading the order on the India Post website
11. Guard File/Spare Copies.

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

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

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

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the 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. In view of the decision of the Government for disinvestment of Air India, it has 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 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)

3. The travel agents are expected to provide to the Govt. employees the 'Best available fare' on the date of booking on the basis of tour programme as per their entitlement.


4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. 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.

7. 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 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. 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.
9. These orders shall be effective from 01.01.2022.
10. 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 31st December, 2021)

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

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

OR

3. I/We have actually performed the onward journey to
from.....on.....(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.....