

F.No. PP-17/1/2022-PAP  
Ministry of Communications  
Department of Posts  
[Establishment Division/P.A.P. Section]

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 17<sup>th</sup> June 2022

To

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

- Sub: (i) Travelling Allowance on transfer to/from North-Eastern Region, Union Territories of Andaman & Nicobar, Lakshadweep Island and Ladakh – in respect of Central government employees.
- (ii) Modification of instructions regarding Booking of Air Tickets on Government account.– regarding.

Sir/ Madam,

I am directed to forward herewith copies of Ministry of Finance, Department of Expenditure following Office Memorandums for kind information and necessary action in this regard.

- (i) 19030/01/2017-E.IV dated 16.06.2022 (Sub: Travelling Allowance on transfer to/from North-Eastern Region, Union Territories of Andaman & Nicobar, Lakshadweep Island and Ladakh – in respect of Central government employees.)
- (ii) 19024/03/2021-E.IV dated 16.06.2022 (Sub: Modification of instructions regarding Booking of Air Tickets on Government account.)

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.

Encl: As above

Yours faithfully

  
(Sapna)

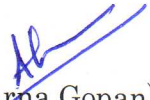
Assistant Director General (Estt.)

Phone – 011-23096191

email- [adgestt2@indiapost.gov.in](mailto:adgestt2@indiapost.gov.in)

Copy for information and necessary actions:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
4. Sr.DeputyDirectorGeneral(Vigilance)&CVO / Sr. Deputy Director General (PAF)
5. Director General P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Chief Engineer (Civil), 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 web site
11. Guard File

  
(Aparna Gopan)  
AAO PAP

**No. 19030/1/2017-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
\*\*\*

North Block, New Delhi  
Dated 16<sup>th</sup> June, 2022

**OFFICE MEMORANDUM**

**Subject: Travelling Allowance on transfer to/from North-Eastern Region, Union Territories of Andaman & Nicobar, Lakshadweep Islands and Ladakh - in respect of the Central Government employees.**

The undersigned is directed to refer to Para 3 (iii) of this Department's OM No. 19030/1/2017-E.IV dated 13.07.2017 regarding Travelling Allowance on implementation of recommendations of 7<sup>th</sup> CPC, wherein it had been mentioned that production of receipt/vouchers is mandatory in r/o transfer to North-East Region, Andaman & Nicobar Islands, Lakshadweep and Ladakh.

2. Several references have been received in this Department seeking clarification that in case the officer is transferred from North East Region to other part of India or vice-versa and the family of the Government employee does not accompany him whether production of receipt/vouchers is mandatory to claim 1/3<sup>rd</sup> amount of entitlement of transportation of personal effects..

3. The matter has been considered in this Department. It has been decided that on transfer to North East Region, Union Territories of Andaman & Nicobar, Lakshadweep Islands and Ladakh or vice-versa, the condition regarding production of receipt/voucher will be as under:

(a) If the family of the Government employee does not accompany him on transfer to /from these areas, the employee is entitled to carry personal effects upto 1/3<sup>rd</sup> of his entitlement and production of receipt/voucher is **not mandatory** to claim 1/3<sup>rd</sup> of his entitlement for transportation of personal effects.

(b) If the family of the Government employee accompanies him on transfer to/from these areas, the employee is entitled to the admissible cost of transportation of personal effects and production of receipt/voucher is **mandatory** to claim admissible amount as per his entitlement for transportation of personal effects.

4. This order shall be effective from date of issuance of this OM. Past cases already settled shall not be re-opened.

5. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

  
(Nirmala Dev)  
Director

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.

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

\*\*\*

North Block, New Delhi.  
Dated the 16<sup>th</sup> 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.**

**Annexure-1**

**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..... 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 from..... to .....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.....