



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/Acct/2021-22/१७१

Date: 25...-02-2022

CIRCULAR

Sub: Implementation of Ministry of Finance instructions regarding 'Booking of Air tickets on Government Account' at VNIT Nagpur - Reg

1. This refers to Dept. of Expenditure, Ministry of Finance, Govt of India O.M. No. 19024/03/2021-E.IV dated 31-12-2021 and O.M.No. 19024/03/2021-E.IV dated 16-02-2022.
2. The Finance Committee in its 69th meeting held on 18-02-2022 vide item No.69.05 has recommended the implementation of Ministry of Finance instructions regarding 'Booking of Air tickets on Government Account' at VNIT Nagpur, which are approved by the Board of Governors in its 83rd meeting held on same date.
3. 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)
4. Further, 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. It is also clarified that the air travel on Government account both domestic (including LTC) and international travel can be made by private airlines.
5. Consequent to implementation of these guidelines at the Institute, in all cases of air travel where the Government of India bears the cost of air passage, the concerned employees/ claimants are required to submit an 'Undertaking' in the prescribed format (**Annexure-A**) as part of TA-claim regarding fulfillment of conditions mentioned in MoF guidelines mentioned in para-1 above. All concerned are requested to scrupulously follow these instructions.

(D.P.M Padole)

DIRECTOR

निदेशक / Director

वि.रा.प्रौ.सं./ V.N.I.T.

नागपूर-४४००१० / Nagpur-10

To:

- | | | |
|--|---|--|
| 1. All HODs/ Registrar/ Sectional Heads- | - | For information and necessary action. |
| 2. All Deans/ Asso. Deans | - | For information pl. |
| 3. Director's Office | - | For information of the Director pl. |
| 4. Jt Registrar (Accts) | - | For necessary action pl. |
| 5. Dispatch Section | - | For circulation to all concerned, by e-mail. |
| 6. Network Centre | - | For uploading on Institute website. |

UNDERTAKING

(To be submitted in all cases of air travel where the Government of India bears the cost of air passage)

Ref : Dept. of Expenditure, Ministry of Finance, Govt of India O.M. No. 19024/ 03/2021-E.IV dated 31-12-2021 and O.M.No. 19024/03/2021-E.IV dated 16-02-2022, as amended from time to time.

I certify that:

a) I have purchased the air tickets from one of the the following three Authorized Travel Agents viz. (tick whichever is applicable)

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

b) Further, I have opted for the 'Best available fare' on the date of booking on the basis of tour programme as per my entitlement.

c) I have fulfilled other terms and conditions mentioned in above referred Govt. of India instructions on the matter, as amended from time to time.

(Signature of claimant)

Name:

Designation:

Place:

Date:

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)



(Nirjala 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 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.....

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 this Department's O.M. No. 19024/03/2021-E.IV dated 31.12.2021 on the subject cited above vide which it has been decided that in view of the disinvestment of Air India, 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)

2. The choice of the travel agent for booking of ticket by the individual Ministry/Department will depend on the quality of service provided, additional facilities viz. excess baggage, cancellation and rescheduling facility. The Administrative Ministries of the three authorized agents may ensure that all the three agencies apart from providing facilities through dedicated staff, also provide option for booking tickets directly through a application as a functionality on their website, specifically for Central Govt. employees posted in areas in the country where the services of authorized travel agents may not be easily available.

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



(Nirmala Dev)
Director

To,

1. Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, New Delhi.
2. Secretary, Ministry of Railways, Rail Bhawan, New Delhi.
3. Secretary, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi
4. Secretary, Ministry of Tourism, Transport Bhawan, Parliament Street, New Delhi

Copy to :

1. Chairman and Managing Director Balmer & Lawrie
2. Chairman and Managing Director, IRCTC, 11th Floor, Statesman House, Barakhamba Road, New Delhi – 110001.
3. Chairman and Managing Director Ashoka Tour & Travels.

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

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

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel on Government account.

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.
3. 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.