



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

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V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

No.18/1/2016-Admn-II

Dated: 7/10/2016.

To

The Directors/Directors-in-Charge of all
Permanent Institutes/Centres of the Council

Sir/Madam,

It has been observed that some officers of the Council, who are entitled to travel by air, are booking their tickets for official tours through other than the authorized agents viz. M/s Balmer & Lawrie Company Limited, M/s Ashok Tours & Travels, IRCTC and directly from Air India (at Booking Counters/Website of Air India). This procedure is completely violation of the Govt. instructions issued from time to time and is also creating problems in passing their bills by Admn.-IV as well as Finance & Accounts Division. This may also attract audit objection.

In view of the above, it is reiterated that the instructions contained in the Ministry of Finance, Deptt. of Expenditure's OM No. 19024/1/2012-E.IV dated 9th July 2013 (copy enclosed) may be strictly adhered to.

Yours faithfully,

(Bharat Bhushan)
Administrative Officer
for Director General

Encl: as above

Copy to:-

- 1 PS to DG/Sr. DDG (A)/Sr. FA
- 2 All Divisional Heads.
- 3 Asstt. Director-General (Admn.)(AX)/(JP)
- 4 Dr. S.K. Dey Biswas, Scientist (G) with the request to place above circulars on ICMR website.

Office Memorandum

Subject: Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC)- reg.

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time-to-time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at Booking counters/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours (ATT) [Department of Expenditure OM No. 19024/1/2009-E.IV dated 16.09.2010 refers]. Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) [Department of Personnel & Training OM No. 31011/6/2002-Estt.(A) dated 02.12.2009 refers].

2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of, in addition to BLCL and ATT, the services of IRCTC can also be availed of.
3. All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.



(Subhash Chand)
Deputy Secretary to the Government of India

To,
All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
2. ✓ NIC, MoF with the request to upload the OM on the website of this Ministry.