



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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संख्या 18/2/2017 प्रशासन-2

दिनांक 6.9.2017.

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी स्थाई केन्द्र/संस्थान

Subject : Guidelines on Air Travel on Official Tours-Purchase of air ticket from authorized agent.

मुझे उपरोक्त विषय पर पत्र संख्या 19024/22/2017-E.IV, दिनांक 19 जुलाई 2017 जो कि वित्त मंत्रालय, व्यय विभाग, नई दिल्ली प्राप्त हुआ है को सूचनार्थ एवं आवश्यक कार्रवाई हेतु भेजने का निदेश हुआ है।

भवदीय,

भारत भूषण

(भारत भूषण)

प्रशासन अधिकारी

कृते महानिदेशक

अनुलग्नक: उपरोक्त

प्रतिलिपि:-

- 1 निजी सचिव, महानिदेशक/ अपर महानिदेशक/वरि0 उपमहानिदेशक/वरि0 वित्त सलाहकार
- 2 तकनीकी प्रभागों के प्रमुख
- 3 सहा. महानिदेशक (प्रशासन) (अ.ख.) / (जो.पाल) / वी के मेहता
- 4 प्रमुख (आई आर एस एम)- उपरोक्त कार्यालय ज्ञापन को आई.सी.एम.आर वेबसाइट पर डालने के लिए।
- 5 नोडल अधिकारी, ट्रेवल डेस्क, प्रशासन-II

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 19th July, 2017

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (B.L.C.), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmala Dev)

Deputy Secretary to the Government of India

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.

As 21/7
Hand
11/8/17

N-NA 648
14/08/2017