

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029

No. F. AIIMS/CASH/TA/DA /2014-15

Dated : 19th November, 2014

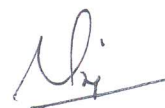
MEMORADUM

Subject :- **Air travel instruction-regarding**

It has been observed that the guidelines /instructions of Ministry of Finance for purchase of Air tickets for Tour/LTC are not being followed strictly by some of the faculty members of AIIMS. As per the Ministry of Finance, Deptt. Of Expenditure's O.M. No. 19024/1/2009-E-IV dated 16th September, 2010. "Air tickets may be purchased directly from Airlines (at booking counter/Air India website) or by utilizing the services of authorized Travel Agents viz M/s Balmer Lawrie & Company and M/s Ashok Travels & Tours." (copy enclosed) It has also been decided by the Deptt. Of Expenditure, Ministry of Finance to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. (copy enclosed).

The facilitation fee levied by authorized travel agents on air tickets booked on Government account has been withdrawn vide Ministry of Finance, Deptt. Of Expenditure O.M. No.19024/1/2012/E-IV dated 5th September, 2014 (copy enclosed).

The above mentioned air travel instructions may be followed strictly by all concerned in AIIMS, Delhi for purchasing air tickets.



(VIJAY SINGH)
FINANCIAL ADVISOR

Distribution :-

All Departments/Sections
All Chiefs/ MS/ All Head of Deptt.

Copy to

PS to Director,
PS to DDA,
PS to Dean
PA to Sr. FA

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India