

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI -110029
(Finance Division)

File No. F. 1/Misc/TA/DA/2016-17

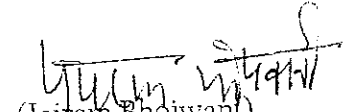
Dated : 14th January, 2017

Memorandum

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

Please find enclosed a copy of letter No. V-16020/73/2016/INI-1(Pt) Government of India, Ministry of Health & Family Welfare, (INI-1Section) dated 23rd December, 2016 on the above cited subject issued by Under Secretary, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi alongwith the Office memo. No. 19024/1/2012-E.IV Government of India, Ministry of Finance, Deptt. of Expenditure dated 9th July, 2013, for information and compliance.

Accordingly, the instructions given in the office memorandum may be followed by the All Faculty Member/officers/Staff of the AIIMS and relaxation if any may be sought from Ministry giving full supporting documents alongwith justification.


(Jairam Bhojwan)
Financial Advisor

Encl. As above.

Distribution :-

1. Chief, of all the Centres
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Copy to :

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4. PA to Sr. Financial Advisor

No. V-15020/73/2016-INI-1(Pt)
Government of India
Ministry of Health & Family Welfare
(INI-1 Section)

Nirman Bhavan, New Delhi
Dated: 15 December, 2016

To

The Director,
All India Institute of Medical Sciences,
Ansari Nagar,
New Delhi-110029

Subject: Permission for relaxing conditions for travelling by other an airline other than Air India - reg.

Sir,

I am directed to refer to AIIMS, New Delhi's communications no. F.10-81/2005(F)-Estt.I. dated 5-12-2016 (copy enclosed) seeking approval of the Government for relaxing conditions for travelling by an airline other than Air India and to return the proposal as the same do not contain the documentary proofs supporting the ground for relaxation.

2. Further, it has been observed that most of the requests for relaxation are on the ground of non-availability of Air India flights on a particular sector. In this regard, attention is invited to D/o Expenditure's guidelines circulated vide OM no. 19024/1/2009-E.IV dated 7-6-2016 as per which:

- (i) for sectors not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.
- (ii) for foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto the place upto which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has code sharing partner, the same must be utilized.

3. Furthermore, Deptt. of Expenditure vide its OM no. 19024/1/2012-E.IV dated 9-7-2013 (copy enclosed) has authorized agents M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC for booking tickets. For fulfillment of above conditions as narrated under para 2 above, the services of authorized agents can be utilized.

4. For facilitating smooth and swift processing of the proposals for relaxation, it is imperative that documentary support satisfying the above conditions must be attached with the request for relaxation.

RECEIVED
BY: DIRECTOR, AIIMS
Date: 15/12/16

RECEIVED
BY: DIRECTOR, AIIMS
Date: 15/12/16

RECEIVED
BY: DIRECTOR, AIIMS
Date: 15/12/16

Handwritten signature

Handwritten signature

North Block, New Delhi
Dated the 9th July, 2013

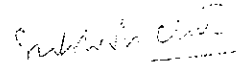
Office Memorandum

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 (or Booking counters/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s. Balmer Lawrie & Company Limited (B.L.C.) and M/s. Ashok Travels & Tours (A.T.) [Department of Expenditure OM No. 19024/1/2009-F.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-Inst.(A) dated 02.12.2009 refers].

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 B.L.C. and A.T., the services of IRCTC can also be availed of.

All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.



(Subhash Chandra)
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. ISIC, MoF with the request to upload the OM on the website of this Ministry.

5. The Institute is, therefore, requested to ensure before forwarding such proposals to the Ministry that the same conform to the D/o Expenditure guidelines/orders etc. on the subject and are accompanied with the requisite supporting documents.

Yours faithfully,

Encl: As above.



(Sunita Dhaundiya)
Under Secretary to Govt. Of India
Ph: 2306184