

नवोदय विद्यालय समिति

शिक्षा मंत्रालय

(स्कूल शिक्षा एवं साक्षरता विभाग)

भारत सरकार

बी62-सेक्टर, संस्थानिक क्षेत्र, 15-

नोएडा (प्र.उ) 201309 -

वेबसाइट - www.navodaya.gov.in



NAVODAYA VIDYALAYA SAMITI

Ministry of Education

(Dept. of School Education & Literacy)

Govt. of India

B-15, Sector - 62, Institutional Area,

Noida - 201309 (UP)

Website- www.navodaya.gov.in

F.No.3-9(6)/2018-19/NVS(F &A/Vol.IV. | 35 |

Dated: 14-01-2022

Subject :- Modification of Instructions regarding booking of Air tickets on Government Account and with regard to Air Travel-Reg.

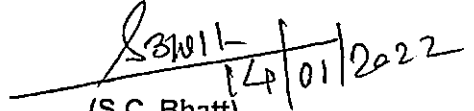
In accordance with the Ministry of Finance Department of Expenditure, Govt. of India instructions, it has been decided that in all cases of Air Travel where the govt. of India bears the cost of air passage, air ticket shall be purchased from the three Authorized Travel Agents viz.

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

Copies of Govt. of India, Ministry of Finance, Department of Expenditure O.M. No. 19024/03/2021-E -IV dated 31-12-2021 and Ministry of Education Department of School Education & Literacy F.No. 21015/01/2021/IF - II dated 07-01-2022 on this subject are enclosed.

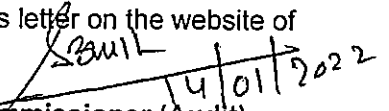
It is requested these instructions may be followed strictly.

Encl :- As above


(S.C. Bhatt)
Assistant Commissioner (Audit)

Copy to :-

1. NVS, All Regional Offices.
2. All NLIs.
3. All JNVs
4. All Sections/Officers of Hqrs.
5. AC (IT), NVS, HQrs- with the request to kindly upload a copy of this letter on the website of the Smiti.


Assistant Commissioner (Audit)

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).


(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.

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).


(Nirmla 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.

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.....

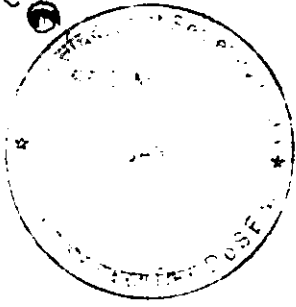
To

Admin/Establishment Section

Ministry/Department.....

FD-99208

Am D28/PSC (F.84)
DSCUT



F.No.21015/01/2021.IF-II
Government of India
Ministry of Education
Department of School Education & Literacy
IF.II Section

Shastri Bhawan, New Delhi
Dated the 7th January, 2021

Subject: Instructions of Ministry of Finance with regard to Air Travel.

Please find enclosed a copy of the instructions issued by Ministry of Finance vide their O.M No. 19024/03/2021-E.IV dated 31.12.2021 on the subject mentioned above.

2. In this regard, the following points are highlighted :-

(i) After the decision of the Government for disinvestment of Air India, in all the cases of air travel where the Government of India bears the cost of air passage, the air ticket has to be booked through three Authorized Travel Agents namely:

- a) M/s Baler Lawrie & Company Limited (BLCL)
- b) M/s Ashok Travels & Tours (ATT)
- c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

(ii) The travel agents are expected to provide air tickets to the Government employees with 'best available fare' on the date of booking on the basis of tour programme as per entitlement.

(iii) The choice of the travel agent for booking of tickets from above authorized travel agent is left open to Ministry/Dep'tt.or may be booked by the employee itself. No agent charge will be paid to above mentioned booking agents.

(iv) Any mileage points earned by the government employees on tickets purchased for official travel shall continue to be utilized by the Department for other official travel by their officers in the department. Any usage of these mileage points for purpose of private travel by an officer will attract departmental action.

(v) Concurrence is only needed for exemption in case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website. The power to grant relaxation is vested in the Financial Advisors of the Ministry/Department and Head of the Departments not below the rank of Joint Secretary in subordinate/attached offices.

(vi) A government officer after completion of the journey has to submit certificate/undertaking in prescribed proforma enclosed with the OM within 7 days of the journey.

Pl. forward to
KVS & NVS

Wn
7/1/22

Soyam
10/1/2022
R.B.
H.A.
P.S.

3. Bureaus of D/o SE&L are requested to go through these guidelines before submission of cases of relaxation of air travel.

4. This issues with the approval of JS&FA.

Encl : As above.

24/01/2022
(Shobhit Gupta)
Director (Finance)

To,

JS (Intt)

1. All Bureau Heads of D/o SE&L

2. Respective Bureau Heads for similar action in Autonomous Bodies of D/o SE&L.