

RPCAU Pusa, (Samastipur)
DATE: 21/2/22
DIARY NO: 17/15
PIN CODE: 848125

(CA)

**Dr. Rajendra Prasad Central Agricultural University
Pusa (Samastipur)-848 125, Bihar**

OO No.-02/Estt./LTC/01/2019/ 264 /RPCAU, Pusa, date 19/02/ 2022

OFFICE ORDER


In the reference of modified instructions regarding booking of Air Tickets on Government account issued by the Government of India, Ministry of Finance, Department of Expenditure vide Office Memorandum No.19024/03/2021-E.IV dated 31.12.2021 & Office Memorandum No.19024/03/2021-E.IV dated 16.02.2022 this is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines as well as Air India. In all cases of air travel where the Government of India bears the cost of air passage, air ticket shall be purchased only through the following three Authorized Travel Agent:-

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

Guideline in the regard of booking of Air Ticket issued vide O.O. No. 01 (Memo No. 32)/Compt., DRPCAU, Pusa dated 20th April 2021 will also remain effective except point number 1 of the said Office Order.

All the other terms & conditions will be followed as mentioned in the above Office Memorandum (Attached).

This is issued with the approval of Competent Authority.


Dy. Registrar (Estt.)
19.02.2022

Copy to:- For information and necessary action.

1. All Deans, RPCAU, Pusa.
2. All Directors, RPCAU, Pusa.
3. Registrar, RPCAU, Pusa.
4. Comptroller, RPCAU, Pusa.
5. University Librarian, RPCAU, Pusa.
6. All Head of Department, RPCAU, Pusa.
7. All Senior Scientist & Head, KVKs, RPCAU, Pusa.
8. All Controlling Officer, RPCAU, Pusa.
9. Deputy Registrar, RPCAU, Pusa.
10. Chief Medical Officer, RPCAU, Pusa
11. All Assistant Comptroller, RPCAU, Pusa.
12. Secretary to Vice-Chancellor for kind information to Hon'ble Vice-Chancellor.
13. All Assistant/ Dealing Assistant, Establishment Section (Hqr.), RPCAU, Pusa.
14. All Officers & Employees, RPCAU, Pusa.
15. Officer –In-Charge. ARIS Cell, for uploading on University website/ E-notice Board.

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.

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.....

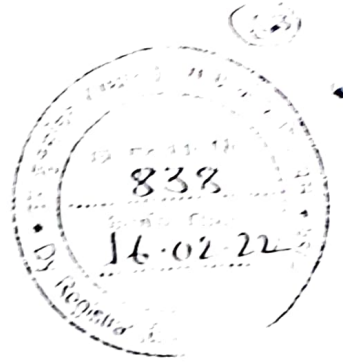
To

Admin/Establishment Section

Ministry/Department.....



No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure
...



North Block, New Delhi.
Dated the 16th February, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel on Government account.

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.
3. 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.

AR (E)
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16/2/22
3/10/22
Raman
19/2/2022