

भारत सरकार, रक्षा मंत्रालय
रक्षा अनुसंधान एवं विकास संगठन
प्रबंध सेवा निदेशालय
डी आर डी ओ भवन, राजाजी मार्ग
नई दिल्ली-110011



Government of India, Ministry of Defence
Defence Research & Development Organisation
Directorate of Management Services
DRDO Bhawan, Rajaji Marg
New Delhi-110011

No. DRDO/DMS/05/Move/7412/Air Travel/M/01

Dated : 22 Mar 2018

AIR TRAVEL BY DRDO OFFICIALS ON OFFICIAL DUTY WITHIN INDIA

Reference Govt. of India, Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord/2014 dated 29 Oct 2014; DRDO HQ letters No. DMS/Fin/5013/Air Travel/M/01 dated 09 Oct 2015 and No. DMS/Fin/5013/Air Travel/M/01 dated 29 April 2016.

2. In compliance of Guidelines contained in Para 2.4 of Ministry of Finance, Department of Expenditure OM NO. 7(1)/E.Coord/2014 dated 29 Oct 2014 regarding economy measures while travelling by Air on official duty within India, DRDO HQrs issued letter No. DMS/Fin/5013/Air Travel/M/01 dated 09 Oct 2015 and No. DMS/Fin/5013/Air Travel/M/01 dated 29 April 2016 to all DRDO Labs/Estts/Offices to follow the instructions of Department of Expenditure. Consequent to implementations of 7th CPC recommendations, it has been decided by the Competent Authority i.e. Secretary, Defence (R&D) & Chairman, DRDO that all eligible officers of DRDO may travel in their entitled class on Official Tour/Training subject to following conditions:-

- (a) There will be no additional funds allocation to Labs/Estts/Centres/Tech Clusters/HQrs under the Budget Head **"Movement of Personnel (Domestic)"**. It will be the responsibility of Directors/Cluster DGs/DG (R&M) to do the Budget Management and Temporary Duty Management to restrict expenditure on Temporary Duty (Domestic) within the allocated budget. Also manage expenditure to ensure that DRDO projects do not suffer due to lack of funds under Budget Head **"Movement of Personnel (Domestic)"**.
- (b) As far as possible, movement of personnel should be kept minimum. Video conferencing facility should be effectively used for communication. The proposal for Temporary Duty Move must specify why the work cannot be done using video conferencing facility and should be acceptable to Temporary Duty Move Approving Authority.

- (c) Temporary Duty Move in r/o personnel posted in various Directorates/Offices at DRDO HQrs are to be approved by respective DGs. In case of personnel posted in offices of DG (LS) and DG (MED & CoS) located at DRDO Bhawan, the move(s) are to be approved by respective DGs. As far as personnel posted in other DG offices located in DRDO Bhawan is concerned, the move(s) are to be approved by DG R&D (R&M). In case of proposal is for travel by Executive Class, all the above mentioned Temporary Duty Approving Authorities may take the advice of DMS, regarding funds status and previous move(s) approvals, before approving the Air Travel by Executive Class.
- (d) The Air Tickets should be booked/purchased through Defence Travel System or Authorised Govt Agencies, as per rules, after approval of the Competent Authority and Movement Order issued by the Lab/Tech Cluster/DMS, etc.
- (e) The Proforma for approval of Temporary Duty Move for personnel posted at DRDO HQrs is enclosed herewith. Technology Clusters/Labs/Estts may evolve the same, as per above guidelines.
- (f) This Order/Instruction/Guideline will be applicable to all DRDO Labs/Estts/Offices/HQrs w.e.f. 01 April 2018, till further order.
3. This issues with the approval of Competent Authority.



(Dr JP Singh)

Director, Management Services

To

Director, TSM
 All Directors Generals at DRDO HQrs
 All Cluster DGs
 Addl. FA (SM) & JS
 IFA (R&D), New Delhi
 IFA (R&D), Bengaluru
 IFA (R&D), Pune
 IFA (ENC), Visakhapatnam
 IFA (SNC), Kochi
 All Directors of Corporate Directorates at DRDO HQrs
 Heads of all Labs/Estts/Offices/Units of DRDO
 (To be uploaded on DRONA)

Defence Research and Development Organisation

PROFORMA FOR APPROVAL OF TEMPORARY DUTY

(for personnel posted at DRDO HQrs)

Directorate/DG Office:.....

1	Name, Rank & Designation		
2	Employment ID/IC No		
3	CDA A/c (for Service Personnel)		
4	Pay Level		
5	Place of Visit		
6	Purpose of Visit		
7	Why the purpose can not be served through video conference facility?		
8	No. of earlier moves by the official for the same purpose		
9	Date of Departure		
10	Date of Return		
11	Duration of Temporary Duty (Including Date of Departure and Date of Return)	Days	
12	No of Air moves in Executive Class (During last three months)		
Proposed TD Move			
Place (Station)		Mode of Travel	Class of Travel
From	To		

Date

Signature of Official

Recommended

Signature of Director

Directorate of.....

Date:

Approved

Signature of Director General

To

DMS (Move)