

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

BOOKING OF AIR TICKETS FOR OFFICIAL TRIPS

1. Subsequent to the disinvestment of Air India, the Government of India has issued guidelines/ instructions at various points of time regarding booking of air tickets. The latest Office Memorandum of the Government in this regard is attached herewith.
2. Accordingly, all are advised for strict compliance of these guidelines/ instructions where the Institute/ Government bears the cost of travel. Some of the major points are iterated in subsequent paras for ready reference and attention.
3. Air tickets for official tour and LTC shall be purchased only from the following three Authorized Travel Agents:
 - (i) M/s Balmer Lawrie & Company Limited (BLCL)
 - (ii) M/s. Ashok Travel & Tours (ATT)
 - (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)
4. The Institute has made special arrangements with M/s. Balmer Lawrie & Company Limited (BLCL) to utilize their services for booking of air tickets. Registration process for the agency is described at the end of this Order.
5. Employees are encouraged to make their own ticket booking digitally through self-booking tool/ portal of these three authorised agencies only.
6. Ticket booking for the guests of the Institute (domestic as well as foreign) is to be done by the Institute through BLCL and the following personnel have been authorised in this regard to coordinate with BLCL.

Sr. No.	Department/ Sections	Name of Employees
i	Director Office	Mr. Santosh Raut / Ms. Komal Sangtani
ii	Registrar Office	Mr. Tenils Solanki / Ms. Lakshmipriya V.
iii	Faculty Coordination Office	Ms. Sunita Menon / Ms. Rupali Salve
iv	Hospitality Section	Mr. Jithesh V.K. / Mr. Yashwant Chauhan
v	IWD	Mr. Piyush Vankar

7. No agency charges/ convenience fees will be paid to the ticket booking agency.
8. Employees are to choose flight having the Best Available Fare on their entitled travel class which is the cheapest fare available, preferably for non-stop flight.
9. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimise the expenditure.

10. Any booking made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.

11. This is in supersession of all existing orders/ communications in this regard.

12. Registration process for BLCL is as under:

- Step-1: Login to www.balmerlawrie.com and select the page Travel & Vacations.
- Step-2: Go to 'Click to Book Tab'.
- Step-3: The portal will ask for login details, where you will have to click on 'First time user' option and register your name by giving your IITGN Email Id, four digit Employee Id in the column Office-Id and choose the Category as Govt. Employee.
- Step-4: Once registered, you may book the tickets at your own after making the payments.
- Step-5: You can add the details of your dependent family members by clicking 'Edit Profile Details'.

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

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

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

In view of the decision of the Government for disinvestment of Air India, it has already 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 only 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 for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.

3. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking :-

- (a) On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00

- (b) With provision of optimizing within a 10% price band, for convenience and comfort.

4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.

5. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.

6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.

7. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.

8. (a) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized agencies only.
(b) Employees must register their official Government Email-Id with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.
9. Ministries/Departments should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.
10. 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.
11. All Ministries/Departments are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.
12. 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 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.
13. Ministries/Departments must clear all previous outstanding dues to the travel agents by 31st August, 2022.
14. No Mileage Points will be generated against travel on Government account.
15. 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.
16. This O.M. is issued in supersession of all existing instructions on the subject.
17. 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.

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

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.....