



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

स्थापना शाखा - II(i):  
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Ref. No. Estab.II(i)/128/2012/19 | 788

07<sup>th</sup> July, 2022

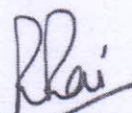
परिपत्र / CIRCULAR

The under mentioned office memorandum on the subject mentioned below received from the Government of India, which is being uploaded on the University Website for information and necessary compliance by all concerned:-

Sl. No.	Office Memorandum No.	Subject
(i)	O.M. no. 19024/03/2021-E.IV dated 16.06.2022 from Department of Expenditure, Ministry of Finance, Government of India.	Modification of instructions regarding Booking of Air Tickets on Government account.

This circular is issued with the approval of the Competent Authority of the University.

The Dean of Faculties/  
Head of Departments/  
Principals of all Colleges/  
Officers/Branch In-Charges of  
University of Delhi,  
Delhi/New Delhi.

  
संयुक्त कुलसचिव - स्थापना (गै.शै.)  
JOINT REGISTRAR-ESTAB.(NT)



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

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North Block, New Delhi.  
Dated the 16<sup>th</sup> 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.

SHYAMA PRASAD MUKHERJI COLLEGE (for women)

University of Delhi

PUNJABI BAGH (west): NEW DELHI – 110026.

CLAIM FOR LEAVE/HOME TRAVEL CONCESSION

1. Name of the Employee \_\_\_\_\_ Block Year \_\_\_\_\_  
(IN BLOCK LETTER)
2. Basic Pay Rs. \_\_\_\_\_ Home Town Address \_\_\_\_\_  
\_\_\_\_\_
3. Entitlement of Class \_\_\_\_\_  
(Railway) \_\_\_\_\_
4. Designation \_\_\_\_\_ Place of Visit \_\_\_\_\_
5. Details of Family Members who traveled: - Nearest Railway Station \_\_\_\_\_  
Distance by the shortest  
Route from Delhi to \_\_\_\_\_

S.No.	Name	Age	Relationship with the employee
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1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.

Details of Journey	Mode of Journey	Ticket No.	Receipt No.	Total	Net
Forward/return with		with date		Amount	Amt.

Certificates are given on  
the reverse

Total Claim  
Rs. \_\_\_\_\_

Advance  
Rs. \_\_\_\_\_

(SIGNATURE OF THE EMPLOYEE)



CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

1. Certified that:-  
Sh. /Smt/Ms. (Name of the University Employee)  
\_\_\_\_\_ has rendered continue  
service of one year or more on the date of commencing the outward journey.
2. Necessary entries are require under Para 3 of the Ministry of Home Affairs.  
O.M. No. 43/11/55 Est. (A) Para – II dated 11<sup>th</sup> December 1956 have made in  
the service book of Sh./Smt./Ms.\_\_\_\_\_.

ADMINISTRATIVE OFFICER

PRINCIPAL

CERTIFICATE TO BE GIVEN BY THE COLLEGE EMPLOYEE

1. I have not submitted any other claim so far, for Leave/Home Travel concession  
in respect of myself or my family members in r/o the Block  
Year\_\_\_\_\_.
2. I have not already drawn T.A. for the Leave Travel Concession in respect of  
the journey performed by wife with\_\_\_\_\_ by my wife  
myself with children. None of them traveled with the partly on the earlier  
occasion.
3. The Journey has been performed by me, my wife/husband with the children to  
the declared Home Town Viz\_\_\_\_\_.
4. That my husband/wife is not employed in University or elsewhere  
wife/husband is employed in University or in\_\_\_\_\_ and the  
concession has not been availed by him/her separately for himself/herself or of  
any of the employee members for the concerned block of two years.

(SIGNATURE OF THE EMPLOYEE)