



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University Established by Parliament by Act No. 3 of 1997)

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परिपत्र

हवाई यात्रा एवं हवाई यात्रा टिकट बुकिंग के संबंध में वित्त मंत्रालय (व्यय विभाग), भारत सरकार द्वारा जारी कार्यालय ज्ञापन क्रमांक: 19024/22/2017-E.IV दिनांक: 19 जुलाई, 2017 की प्रति सभी संकायाध्यक्ष/विभागाध्यक्ष/निदेशक/प्रभारी/केंद्र प्रभारी के मध्य इस अनुरोध के साथ प्रसारित किया जा रहा है कि इसका अनुपालन सुनिश्चित किया जाए।

यह परिपत्र कुलपति महोदय के अनुमोदन से जारी किया जा रहा है।

क्रादर नवाज़
(क्रादर नवाज़ ख़ान)
02/11/18

सूचनार्थ प्रति-

1. कुलपति कार्यालय, म.गां.अं.हि.वि., वर्धा
2. प्रतिकुलपति कार्यालय, म.गां.अं.हि.वि., वर्धा
3. कुलसचिव कार्यालय, म.गां.अं.हि.वि., वर्धा
4. समस्त विद्यापीठ/विभाग/अनुभाग/केंद्र/क्षेत्रीय केंद्र/दूर शिक्षा निदेशालय, म.गां.अं.हि.वि., वर्धा
5. प्रभारी, लीला (विश्वविद्यालय की वेबसाइट पर अपलोड करने हेतु)

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated the 19th July, 2017

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of 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. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmala Dev)

Deputy Secretary to the Government of India

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.