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**MOST IMPORTANT CIRCULAR**  
(Through Website)

NO: AN/PAY-II/TADA-LTC/Air Tickets

Dated: 19/09/2022

To

All sections in Main Office  
All sub offices under PCDA, Bangalore  
IFA, HQTC, HEBBAL

Sub: Booking of Air ticket on Tour/LTC through Authorized Travel Agents - reg

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A copy of Ministry of Finance, Dept of Expenditure OM No.19024/03/2021-E.IV dated 16.06.2022 received under HQrs letter No.Estt.-Pay Tech/19015/Govt Orders/TADA/LTC/Medical dated 01.07.2022 is forwarded herewith for information, guidance and strict compliance please.

Off late AN Pay II section is in receipt of claims wherein Officers & Staffs are booking the air tickets through unauthorised agents/Airline website as a matter of routine and seeking relaxation for condoning the same which has been viewed very seriously by the Competent Authority.

Seeking relaxation vide Para 10 of MoF OM dated 16.062022 wherein it is stated that "in case of unavoidable circumstances where the booking of ticket is done from unauthorised travel agent/website, the FA of Ministry/Dept and HOD not below the rank of Joint Secretary in subordinate/attached offices are authorised to grant relaxation", seeking relaxation as a routine matter is not permitted and should not be encouraged.

In view of the above, it is reiterated that Air Tickets for the purpose of TD/LTC to be strictly booked through Authorized agents only. Air Ticket booked/purchased through other than the authorised agents will not be entertained.

Encl : As above

  
D C D A (AN PAY)

Copy to

✓ The Oi/C, EDP(Local) ----- with a request to upload in the official website of PCDA, B'lore.

  
SAO(AN PAY)

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 15<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.