आईसीएमआर–राष्ट्रीय जनजाति स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Research in Tribal Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

सं. राजस्वाआसं/स्था/15(1)/ 724 /2022

दिनांक : 29/06/2022
-1 JUL 2022

परिपत्र

विषय : सरकारी खर्च पर वायुयान से यात्रा के टिकटों की बुकिंग के संबंध में संशोधित अनुदेश।

उपर्युक्त विषय में श्री जगदीश राजेश, सहायक महानिदेशक (प्रशा.), भा.आ.अ.प. मुख्यालय, नई दिल्ली के पत्र संख्या 16/4/2022-प्रशासन दिनांक 27.06.2022 के अंतर्गत भारत सरकार, वित्त मंत्रालय, व्यय विभाग द्वारा उनके पत्र सं. 19024/03/2021-E.IV दिनांक 16 जून, 2022, जिसमें उपर्युक्त विषय पर जारी अनुदेश दिए गए हैं, की प्रति सख्ती से अनुपालन के लिए संलग्न की गई है

ये अनुदेश शासकीय दौरों (Tours) और अवकाश यात्रा रियायत (LTC) दोनों के लिए की जाने वाली यात्राओं के लिए प्रयोज्य हैं। अत: संस्थान के सभी वैज्ञानिकों, अधिकारियों एवं कर्मचारियों से अनुरोध है कि इन निर्देशों को भली-भांति पढ़ लें और दौरे पर अथवा अवकाश यात्रा रियायत पर जाने/वापसी की वायु-मार्ग की यात्रा की टिकटों की बुकिंग करते समय इन निर्देशों का सख्ती से अनुपालन करें, अन्यथा होने पर उनके यात्रा-भत्ते/एल.टी.सी. दावों का निपटारा तत्संबंधी नियमो/आदेशों के अनुसार किया जाएगा।

यह परिपत्र निदेशक महोदय के अनुमोदन से जारी किया जाता है।

(राजेन्द्र कुमार ठाकुर)
प्रशासनिक अधिकारी
कृते निदेशक

संस्थान के सभी वैज्ञानिकों, अधिकारियों एवं कर्मचारियों को ई-मेल से सूचना एवं अनुपालन करने हेतु

प्रतिलिपि : 1. निदेशक कार्यालय - सूचनार्थ
2. सूचना-पटल 3. टीए/डीए (श्री सार्थक सोनी, आशुलि.) 4. श्री विकास सोमकुंवर (वेबसाइट हेतु)

Circular

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

Vide ICMR letter no. 16/4/2022-Admn. Dated 27-06-2022 issued by Shri Jagdish Rajesh, ADG(Admn.) on the subject mentioned above, wherein a copy of OM No. 19024/03/2021-E.VI dtd. 16th June, 2022 Govt. of India, Min. of Finance, Deptt. of Expenditure on the above subject has been enclosed for strict compliance.

These instructions are applicable for the journeys to be performed both on official tours and LTC. Hence, all the Scientists, officers and employees of the Institute are requested to read carefully these instructions and to comply with them while booking onward and return Air Tickets for travelling on tours and LTC, otherwise their TA/LTC claims shall be dealt with according the rules/orders contained there with.

This issues with the approval of the Director.

R.Thakur
(R.K. Thakur)
Administrative Officer
for Director

All the Scientists, officers and employees of the Institute through e-mails for information and compliance

Copy to : 1. Director's office – for information
2. Notice-Boards 3. TA/DA (Sh. Sarthak Soni, Steno) 4. Sh. V.Somkuwar (for Website)

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

INDIAN COUNCIL OF MEDICAL RESEARCH
Serving the nation since 1911

Indian Council of Medical Research
Department of Health Research, Ministry of Health and Family Welfare, Government of India

संख्या 16/4/2022- प्रशासन **दिनांक : 21.06.2022**

सेवा में ,

निदेशक / प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

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

महोदय/महोदया,

अधोहस्ताक्षरी को उपर्युक्त विषय पर वित्त मंत्रालय, व्यय विभाग, उत्तर ब्लॉक, नई दिल्ली से प्राप्त कार्यालय ज्ञापन संख्या 19024/03/2021-E.IV, दिनांक 16.06.2022 को सूचना एवं अनुपालन हेतु अग्रेषित करने का निदेश हुआ है।

भवदीय,

(जगदीश राजेश)
सहायक महानिदेशक (प्रशा.)

अनुलग्नक : यथोक्त

प्रतिलिपि:-

1 महानिदेशक /वरि. उपमहानिदेशक (प्रशा.)/ अति महानिदेशक/ वरि. वित्त सलाहकार के निजी सचिव
2 परिषद के सभी प्रभाग प्रमुख
3 उपमहानिदेशक (प्रशा.) / सहा. महानिदेशक (प्रशा.)/ सहा. महानिदेशक (वित्त.)
4 डॉ.एल.के शर्मा ,वैज्ञानिक –ई: वैबसाइट पर अपलोड करने के लिए ईमेल आईडी (sharma.lk@icmr.gov.in) पर मेल कर दिया गया है।

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत
V. Ramalingaswami Bhawan, P.O. Box No. 4911,
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INDIAN COUNCIL OF MEDICAL RESEARCH
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health and Family Welfare, Government of India

No.16/1/2022-Admn **Dated: 23/06/2022**

To

The Directors/Directors-in-Charge of
all Institutes/Centers of ICMR

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

Sir/Madam,

I am directed to refer a copy of OM No.19024/03/2021-E.IV, dated 16.06.2022 received from Ministry of Finance, Department of Expenditure, North Block, New Delhi, on the subject mentioned above for information and compliance of the order.

Yours faithfully

Rajesh 27/6/22

(Jagdish Rajesh)
Assistant Director General (Admn)

Encl : As above
Copy to:

(1) PS to DG/Addl.DG/Sr. DDG(A)/ Sr. FA
(2) All Divisional Heads
(3) DDG (A) /ADG(A)/ ADG(F)
(4) Dr. L.K. Sharma, Scientist "E"- soft copy of the same has been mailed at your email ID(Sharma.lk@icmr.gov.in) for website upload.

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत
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Fax: +91-11-26588662 | icmr.nic.in

SO(Adm) Ms. Shaly

17/06/2022 17/6/22

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.

D No. 314 Admn
20/6/2022

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.....