

**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(BILL-II SECTION, ACCOUNTS BRANCH)**

NO.F.1-2/TA/LTC/2015/Bill-II

16th March, 2015

CIRCULAR

TO

All Heads/In-charge/Principal/JD,

Subject: Instructions on booking of tickets from an agency other than the authorized agents

Attention is invited to Ministry of Finance, Department of Expenditure, OM No.19024/1/2009-E.IV dated 16-09-2010 and further clarifications issued vide OM No.F.31011/4/2014-Estt(A.IV) regarding guidelines on Air Travel on Tour/LTC concerning air travel and booking of tickets only from authorized travel agents by officers/staff of the Govt. viz M/s BalmerLawrie & Company and M/s Ashok Travels & Tours.

In spite of repeated instruction/ verbal advice on the matter, a number of cases are still being received in the Accounts Branch seeking clarification/relaxation on admissibility of TA/DA/LTC claims, on journey performed, by Air India/Private airlines by officers, on tour LTC by purchasing air tickets through private travel agent other than M/s BalmerLawrie & Company and M/s Ashok Travels & Tours in violations of the guidelines laid down in Ministry of Finance, Department OM dated 16-09-2010.

This has been viewed very seriously by the Competent Authority and once again reiterated that in terms of provisions contained in Ministry of Finance, Department of Expenditure OM dated 16/09/2010, air ticket may be purchased directly from Airlines (at Booking counter/Website of Airlines) or by utilizing the services of authorized Travel Agents viz M/s BalmerLawrie & Company and M/s Ashok Travels & Tours. In the event of air journey being performed by private airlines on Tour, the permission from Ministry of Civil Aviation for deviations is required invariably.

The contents of this circular may please be given wide publicity and brought to the notice of all concerned serving under your office/organization. It is further directed that all cases of air travel where the guidelines issued by MOF, Department of Expenditure have not been followed, are to be disallowed at your end without any reference being made to the Accounts Branch, NCERT Hqrs.

375(A)

26.3.15

(D.P. Toor)

Chief Accounts Officer/IFA

232/2014
24/3/15

2765/DSCIET
24/3/15

2994/JD CIET
24/3/15

WDS, CIET S. V.
AO, CIET
25/3/15

Rajah
24/3

24/3

Pl. circulate
25/3/15
Sh. Pandey

SOCIA