



PONDICHERRY UNIVERSITY

(A Central University)

FINANCE & ACCOUNTS SECTION

R.SEGAR
Deputy Registrar [Finance & Accounts]

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PU/F&A/SO(F)/F-4/Circular/2019-20/416 Date : 10-03-2020

CIRCULAR

Sub: PU – F&A – GoI instructions to Officials to travel only by Air India & submission of original Boarding Pass for availing of air passage under University Funds for all official purposes and also LTC – Reg.

- Ref: 1. Office Memorandum vide O.M.No.19011/01/2015-Fin.II(Pt.), dated 03-11-2017 of Ministry of Home Affairs, Department of Expenditure, Govt. of India (Regarding guidelines of Air Travel)
2. This Office Circular No.PU/F&A/Circular/2017-18, dated: 26-05-2017 (Regarding submission of Original boarding pass) (Office Memorandum vide O.M.No.19030/3/2014-E.IV, dated 08-10-2014 of Ministry of Finance, Department of Expenditure, Govt. of India.
3. This Office Circular No.PU/F&A/SO(F)/Circular/2019-20, dated: 03-09-2019. (Regarding to travel by Air India, booking the tickets through authorized mode and submission of Original boarding pass)

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Ministry of Finance, Department of Expenditure, New Delhi in O.M.No.19024/22/2017-E.IV, dated 19-07-2017, directed all the Ministries/Departments to ensure strict compliance of purchase of air ticket directly from Airlines (at booking counters/offices/website of Airlines) or from 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) only by all officials/offices under their control.** Henceforth relaxation on account of ignorance/unawareness would not be considered in future, as per guidelines, by the Department of Expenditure.

In para 2 (ii) of the O.M., it was stipulated that in case of non-availability of authorized agent at a particular place, **ticket might be booked from website of Airlines or web portal of Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and IRCTC.**

In para 2 (iii), it was mentioned that in respect 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.**

Though circulars on the above lines to purchase air tickets only through authorized agents were issued repeatedly, only a few employees are complying with the instructions of GoI and others continue to book their tickets only through agents not authorized by GoI. As passing of claims after getting relaxation from the Department of Expenditure will be bleak and hence, all the staff members are hereby instructed to strictly adhere to the instructions issued by Government of India, **failing which air fares in the claims will not be passed for payment from April 2020 onwards.**

// BY ORDER //

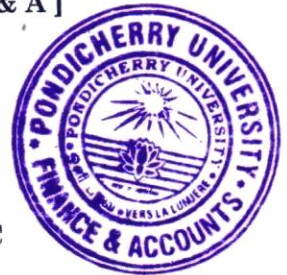

10/03/20
DEPUTY REGISTRAR [F & A]
10/03/20

To

All Employees concerned (Teaching & Non-Teaching)

Copy to:

1. The Assistant Registrar, V.C's Secretariat - for kind information of the V.C
2. The Assistant Registrar, O/o the Director (SEI & RR), PU
3. The Personal Assistant, O/o the Director (CCR), PU
4. The Assistant Registrar, Registrar's Secretariat
5. The Private Secretary, F.O's Secretariat
6. The Private Secretary, CE's Secretariat
7. The System Manager - with a request to host in the University website



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.