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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISH BHAVAN: NEW DELHI**

F.No.FIN./10 /1/2009-CDN (A&A)

Dated the 5th June, 2013

ENDORSEMENT

The Ministry of Finance, Department of Expenditure has issued guidelines regarding 'Levy of Agency Commission etc. by M/s Balmer Lawrie & Company Limited on air tickets booked on Government account'. As approved by the Competent Authority, the O.M.No. 19024/1/2012-E-IV dated 28th May, 2013 has been uploaded and posted on the ICAR Web-Site www.icar.org.in for information, guidance and strict compliance.

(G.P. Sharma)
Dy. Director (Fin.)

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S.No 18 (R)

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हायरी सं. दिदेशक (वित्त)
Dy. No. 1964/R Director (F)
दिनांक/Date 21-5-13

No. 19024/1/2012-E-IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 28th May, 2013.

OFFICE MEMORANDUM

Subject:- Levy of Agency Commission etc. by M/s Balmer Lawrie & Company Limited on air tickets booked on Government account - Regarding.

The undersigned is directed to say that this Department has been receiving references seeking clarification whether agency commission/service charge/processing fee etc., levied by M/s Balmer Lawrie & Company Limited (BLCL) on air tickets booked on Government account from April, 2013 onwards are to be paid to BLCL or not. Since the matter is still under consideration, all Ministries/Departments/Government Offices are hereby advised **not to pay the commission etc.** charged by BLCL in their Bills, raised for air tickets booked on Government account, **till a final decision is taken in the matter.**

2. Guidelines on air travel on Tours/Transfers/LTC etc. have been issued by the Department of Expenditure, Ministry of Finance from time to time. Latest such instructions were issued vide this Department's O.M. No. 19024/1/2009-E.IV dated 16.09.2010. One of the important conditions prescribed in these guidelines relate to availing the services of authorised travel agents. These guidelines *inter-alia* prescribe that Air tickets on Government account are to be obtained either directly from Air India/Airlines (booking counters/offices/website) or if services of any travel agent is to be availed of then air tickets may be procured only from M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) [to the extent IRCTC is authorised as per DoPT's O.M. No. 31011/6/2002-Estt. (A) dated 02.12.2009]. However, repeated references are being received in this Department seeking relaxation of these guidelines for settlement of Bills of TA/LTC claims, mostly on the grounds that the officials concerned were unaware of these guidelines and hence they procured air tickets from unauthorised travel agents. All Ministries/Departments are again advised to ensure **strict compliance of the guidelines on booking of air tickets on Government account,** by all concerned, and if need be, re-circulate these guidelines within all the offices under its administrative control.

Subhash Chand
(Subhash Chand)

Deputy Secretary to the Government of India

To,
All Ministries/Departments of Government of India and other Government offices
(as per Standard mailing list)

For n/a please.

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Do (F), ICAR*

31.5.2013

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No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

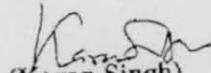
(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India