



क्रिस संदेश संख्या 989/भा.क.अ.प. मुख्या.
दिनांक 19/2/2014
पृष्ठों की संख्या 04

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

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

Dated the 18th February, 2014

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 and 10th October, 2013 has been uploaded and posted on the ICAR Web-Site www.icar.org.in for information, guidance and strict compliance.

(Signature)
18/02/2014
(Rajesh Sahay)

Sr. Finance & Accounts Officer

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डा.जी.सी. 157/R निदेशक (फिन्) Director (F)
Dy. No. 5214
दिनांक/Date

S.No 24 (R)



केन्द्रीय कन्द फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)

श्रीकार्यम, तिरुवनन्तपुरम 695 017, केरल, भारत

CENTRAL TUBER CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

SREEKARIYAM, THIRUVANANTHAPURAM-695 017, KERALA, INDIA

F.No.21/10 /2012-Admn.

Dated 25-01-2014

The Director(Finance)
Indian Council of Agricultural Research
Krishi Anusandhan Bhavan -II, Pusa
New Delhi-110 012

Sub:- Levy of Agency commission etc. by M/sBalmer Lawrie & Company Limited on air ticket booked on Government account-reg.

- Ref:- (1) GOI OM.No.19024/1/2012-E-IVdated 28th May,2013(enclosed).
- (2) GOI OM.No.19024/1/2012-E-IVdated 10th October,2013(enclosed)

Sir,

I am directed to invite your kind reference to the GOI office memorandum referred at Sl.No.1 above wherein it was advised not to admit the Agency Commission/charges levied by M/s. Balmer Lawrie & Company Ltd(BLCL),M/s. Ashok Travels & Tour(ATT) & IRCTC on air tickets booked on Government account from April,2013 onwards till a final decision is taken in the matter.

Subsequently Govt. of India, Ministry of Finance, Department of Expenditure vide their OM at Sl.No.2 above has given their decision that, in lieu of withdrawal of Transaction Fee by Air India/Airlines, the authorized travel agents namely M/s. Balmer Lawrie & company Limited (BLCL),M/s.Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd.(IRCTC), are allowed to levy 'Facilitation Fee' of Rs.100/- per ticket for domestic sector and Rs.300/-per ticket for international sector for air travel.

In view of the above decision, I am directed to obtain clarification whether the Agency commission charges namely, service charges/processing fee/facilitation fee etc.charged by the approved agencies at the above rates could be admitted for payment or not. The decision taken in this regard may please be conveyed at the earliest.

Yours faithfully,

(Davis Joseph) 25/01/2014
Administrative Officer

Redirected to:
Director (Finance)
ICAR
Krishi Bhawan
New Delhi - 110001

G.O. - 25/01/2014

This may please be put up for review/approval of C.A.

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Handwritten notes and signatures on the left margin, including 'By No. 18' and 'Cdn (A & M)'.

Handwritten notes on the left margin, including 'By No. 5198' and 'Dated 3/2/14'.

Handwritten date: 06/02/2014

S No 18 (R)

3291

By No. 1964/R Director (F)
Date 2-5-13

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

North Block, New Delhi.
Dated the 28 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)

31/5
Dro (F), LCR

For n/a Jean

31.5.2013
D(CE)-1

Recd on
31/6/13
3-16/13

(A&A)
31/6/13

S. Chandra

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

North Block, New Delhi.
Dated the 10th October, 2013.

OFFICE MEMORANDUM

Subject:- 'Facilitation Fee' to be levied by authorised travel agents on air tickets booked on Government account - Regarding.

Attention is invited to this Department's O.M. of even number dated 28th May, 2013 wherein all Ministries/Departments were advised not to pay Agency Commission/Charges etc. charged by M/s Balmer Lawrie & Company Limited (BLCL) in their Bills, raised for air tickets booked on Government account, till a final decision is taken in the matter.

2. The matter has been considered and it has now been decided that, in lieu of withdrawal of 'Transaction Fee' by Air India/Airlines, the authorised travel agents namely M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), are allowed to levy 'Facilitation Fee' of ₹100/- per ticket for domestic sector and ₹300/- per ticket for international sector for air travel, wherein Government of India bears the cost of air passage. Further, these rates are to be applied prospectively i.e. Bills raised by the authorised travel agents for journeys undertaken should not include this fee.

3. All Ministries/Departments are again advised that, as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters/offices/website). Only when obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of. These instructions should be brought to the notice of all concerned for strict compliance.

Subhash Chandra
(Subhash Chandra)

Deputy Secretary to the Government of India

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

Copy to:- NIC for uploading the O.M. on the website of the Department of Expenditure.

169
29/11/13

Pl - circulate to all in HQ & RC

AO pt

Sh. Sreekanth

for circulation pl

29/11/13

1191
29/11/13