

**BUREAU OF INDIAN STANDARDS**

**(General Services Department)**

**CIRCULAR**

**Sub:- Instructions regarding booking of air-tickets – reg.**

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With reference to the above subject, it is stated that Department of Expenditure, Ministry of Finance, vide OM No. 19024/03/2021-E.IV dated 16.06.2022 has modified instructions regarding booking of air-tickets on Government Account (enclosed herewith).

2. In view of the above modified instructions, the competent authority has approved the following:-

- a) Officials are to submit request for booking flight tickets at least 21 days prior to the intended date of travel on tour.
- b) In cases where the request for booking of Air Tickets is submitted less than 72 hours of intended travel on tour, the same should be submitted with the approval of next higher authority along with the submission of self-declared justification by the employee.
- c) Officials are to provide the 3 hours slot (on the day of travel in the desired 3 hours of time band viz. 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 of their proposed journey and the tickets to be booked by M/s Balmer Lawrie (The authorised travel agent appointed by BIS) in line with the para 3 of the above mentioned OM.

3. All the officials of the Bureau are required to comply with the above and other instructions contained in the OM No. 19024/03/2021-E.IV dated 16.06.2022 issued by the Department of Expenditure, Ministry of Finance and submit request for booking air tickets accordingly. The revised Tour Programme Form to this effect has been attached please.

(N. Ravi Shankar)  
Director (GSD)

**Ref. No: BIS/HQ/GSD/(10)/2022**

- Circulated to all the officers/officials at HQ, ROs/BOs, Labs, NITS for compliance.
- DG – For information please
- ADG – For information please.

<b>भारतीय मानक ब्यूरो</b> <b>BUREAU OF INDIAN STANDARDS</b>				<b>यात्रा कार्यक्रम फॉर्म</b> <b>TOUR PROGRAMME FORM</b>		<b>F1</b>	<b>20</b>		
यात्रा कार्यक्रम /Tour Programme				<input type="checkbox"/> अन्तरिम/Tentative		<input type="checkbox"/> अंतिम रूप में /Finalized			
<b>नाम और पदनाम</b> <b>Name &amp; Designation</b>				<b>विभाग</b> <b>Department</b>					
<b>कर्मचारी संख्या</b> <b>Emp. No.</b>		<b>वेतन स्तर</b> <b>Pay Level</b>		<b>संपर्क संख्या :</b> <b>Contact No:</b>					
हवाई यात्रा के लिए, फोटो पहचान प्रमाण जैसे ड्राइविंग लाइसेंस, पैन कार्ड, पहचान पत्र आदि साथ ले जाना अनिवार्य है। <b>For travel by Air it is mandatory to take along photo identity proof such as driving licence, PAN card, identity card etc.</b>									
<b>पहचान दस्तावेज़</b> <b>Identity document</b>		<b>एकमात्र संख्या</b> <b>Unique No.</b>		<b>जारीकर्ता</b> <b>Issued by</b>					
दिनांक Date	दिन Day	समय स्लॉट Time slot (3 hrs)* (for booking air tickets)	प्रस्थान / पहुंचना Dep/Arr	स्टेशन Station	वायु / रेल / बस Air/Rail/Bus	श्रेणी Class	किराया दिया Fare Paid	टिकट नं. Ticket No.	Remarks
Approval of next higher Authority along with justification (in case the request for booking is submitted less than 72 hrs. of intended travel date)									
महानिदेशक/ अपर महानिदेशक / उप महानिदेशक कृपया यात्रा कार्यक्रम का अनुमोदन कर दे तथा यात्रा/दैनिक भत्ता की अग्रिम अदायगी की मंजूरी दे दें ! मेरा होटल में ठहरने का विचार है/ मैं अपने ठहरने का स्वयं प्रबंध करूँगा DG/ADG/DDG May kindly accord approval and sanction advance to TA & DA. I intended to stay in a hotel/make my own arrangement.									
<b>पता</b> Address									
<b>दिनांक</b> <b>Date</b>					<b>हस्ताक्षर</b> Signature				
<b>सम्बन्ध माध्यम के द्वारा</b> <b>Through proper channel</b>									
<b>प्रतिलिपि /Copy</b> लेखा विभाग- मूल प्रति, एक अतिरिक्त प्रति सहित, हवाई यात्रा के लिए दो अतिरिक्त प्रतिया <b>Accounts Deptt. – Original along with one extra copy. For air journey two extra copies.</b>									

**प्रमाण पत्र / Certificate**

प्रमाणित किया जाता है कि/Certified that:

- यात्रा पीछे दिये गए विवरण के अनुसार की गई थी। The tour programme was carried out as per details given overleaf.
- इस यात्रा के किसी अन्य स्रोत से यात्रा/दैनिक भत्ता नहीं लिया गया। TA & DA for this tour has not been drawn from any source
- वायु/रेल/सड़क/निःशुल्क परिवहन उपलब्ध नहीं कराया गया।Free transit by Air/Rail/Road was not provided.
- ..... (स्थान मे) ..... (तिथि) को भा. मा. बुयूरो कार्य के संबंध मे केंद्रीय/राज्य सरकार अथवा किसी अन्य संगठन के खर्च पर निःशुल्क आवास एवं भोजन प्रदान नहीं कराया गया/प्रदान कराया गया था।  
Free boarding and lodging at the expenses of Central/State Government or any other organization connected with BIS work was not provided at ..... (station) on ..... (dates)
- मैंने निम्नलिखित / संलग्न विवरण के अनुसार वस्तुतः ..... रुपये सवारी खर्च के रूप में व्यय किए। जिन यात्राओं के लिए सवारी व्यय मांगा गया है, उनके लिए स्टाफ कार/निःशुल्क परिवहका उपयोग नहीं किया गया था।  
Conveyance expenses of Rs. .... were actually incurred by me as per details given below/attached staff car/free transport was not used for the journey for which conveyance expenses has been claimed.
- विदेशी दौरे के दौरान मेरे द्वारा लिया गया दैनिक भत्ता पूरी तरह से उपयोग कर लिया है अथवा व्यय न किया गया \$/रुपये ..... दिनांक ..... के द्वारा कार्यालय को वापस कर दिया गया है (जो लागू न हो, उसे काट दें)  
Per diem allowance drawn by me for the overseas tour has been fully utilized or the unspent per diem allowance of \$/Rs. .... has been refunded to office vide Receipt No. .... dated ..... (strike out which is not applicable)

दिनांक Date	स्टेशन Station	से From	तक To	यात्रा का मंतव्य Purpose of Journey	प्रयुक्त वाहन Conveyance used	दूरी Distance	व्यय की गई राशि Amount Spent

- मैं निम्नलिखित विवरण के अनुसार होटल/हॉस्टल में ठहरा/ठहरी, जिसका बिल संलग्न है।/Hotel car/free transport was not used for the journey for which conveyance expenses has been claimed.

स्थान Station	होटल/हॉस्टल का नाम Name of Hotel/Hostel	टहरने की अवधि (से/तक) Period of Stay (from/to)	भुगतान की गई राशि Amount Paid (Rs.)	टिप्पणी Remarks

दिनांक Date	हस्ताक्षर Signature
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**(लेखा विभाग के प्रयोग के लिए /For Use in Accounts Department)**

	देयता/Admissibility	राशि/Amount (₹./Rs.)
1.	वायु/रेल/बस किराया /Air/Rail/Bus Fare	
2.	सवारी व्यय/सड़क मील भाड़ा/ Conveyance Expenses/Road Mileage	
3.	नगदी भत्ता/Cash Allowance ..... /day @ /Rs. .... /Rs. .... ..... /day @ /Rs. .... /Rs. ....	
4.	आवास भत्ता /Lodging allowance	
	दिया गया अग्रिम घटाएँ/Less Advance Paid: [(संदर्भ/Ref.: वाउचर सं./Vr. No. .... (20 )]	
	शुद्ध देय/वापसी योग्य राशी /Net payable/refundable :	

₹. के लिए पारित /Passed for Rs.

शब्दों मे / In Words : रुपये/Rupees मात्र/Only

संबन्धित सहायक Dealing Assistant	अनुभाग अधिकारी Section Officer	सहा./उप निदेशक AD/DD	निदेशक (वित्त) Director (Fin)
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No. 19024/03/2021-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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North Block, New Delhi.  
Dated the 16<sup>th</sup> 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.

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.....