

भारतीय मानक ब्यूरो
(सामान्य सेवाएँ विभाग)

परिपत्र

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

This has reference to our earlier Circular No. BIS/HQ/GSD/10/2022 dated 08 July 2022 on the captioned subject.

2. In this context, it has been observed that requests for booking of air tickets are not being received in GSD in line with the instructions circulated vide the above-mentioned circular, resulting in repeated correspondence and delay in booking of air tickets. The following discrepancies have been observed while receiving requests for booking of air tickets:-

- i) In many cases, slot for three hours is not mentioned in the tour programmes. Also, in few cases, the time slot mentioned is different than the time slots circulated by Ministry of Finance, mentioned once again as under:-
“Officials are to provide the 3 hours slot (on the day of travel in the desired 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”
- ii) In many cases, justification for booking of air tickets (for submission of tour programme less than 72 hrs) is not provided;
- iii) Copies of visa, both sides of passport, and vaccination certificate is not provided along with international tour programmes;
- iv) In few cases, tour programmes are not signed / approved by Competent Authority. Further, in few cases, requests for cancellation of tickets is also not received with due justification and approval of Competent Authority

3. Keeping in view the above, all the concerned officers are requested to comply with the guidelines circulated vide MoF OM No. 19024/03/2021-E IV dated 16.06.2022 & BIS Circular No. BIS/HQ/GSD/10/2022 dated 08 July 2022 and provide all the necessary inputs to avoid repeated correspondence & timely booking of air tickets.

4. Requests for booking of air tickets should be sent on gsd@bis.gov.in and cc to bisbalmer@gmail.com

5. All the other instructions given in aforesaid circulars are required to be complied with.

Sd/-
(N. Ravi Shankar)
Director (GSD)

- Circulated to all the officers/officials at HQ, ROs/BOs, Labs, NITS for compliance.