

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER (LABOUR)
ADMINISTRATION BRANCH
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I.D. NOTE

System analyst (Labour Department) may please find enclosed here with endorsement dated. 27.06.2022 issued by Finance Department, GNCTD and attached OM dated. 27.06.2022 issued by Department of Expenditure with request to upload the same on the website of department.

Enclosures as above

Usha Kapoor
05/07/2022

(USHA KAPOOR)
SECTION OFFICER(ADMN.)

System Analyst, Labour Department

No. 1/34/Misc/LC/Estt. Vol-II /3702

Date: 06/07/2022

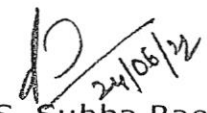
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (POLICY) DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI 110002
CD No.012674965

No. F. 20/25/2021/Finance (Policy)/2/91-2200 Dated: 27/06 /2022

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following **with a stipulation that DTTDC is the only authorised travel agent in case of booking of air tickets for tour (both domestic and international travel) and in case of LTC, DTTDC is also an authorised travel agency in addition to three authorised travel agents mentioned below para-1 of OM dated 16/06/2022 for booking of air tickets for employees of Govt. of NCT of Delhi and Autonomous bodies under GNCTD control: -**

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers through Principal Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner, North Delhi Municipal Corporation & South Delhi Municipal Corporation, Civic Centre, Minto Road, New Delhi.
5. Commissioner, East Delhi Municipal Corporation, Udyog Sadan, Patparganj, Delhi.
6. Chairperson, NDMC, Palika Kendra, New Delhi.
7. Chief Executive Officer, Delhi Cantonment Board, Delhi.
8. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
9. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)
10. Guard File.


(P.V.S.S. Subba Rao)
Jt. Secy.(Finance/Policy)

List of paper forwarded

S.No	Name of the Ministry/ Deptt	OM No. and dated	Subject
1	Department of Expenditure, Ministry of Finance, Government of India	O.M. No. 19024/03/2021.E.IV dated 16 th June, 2022	Modification of Instructions regarding Booking of Air Tickets on Government Account.

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.