



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
लौंगोवाल, जिला-संगरूर, पंजाब-148106  
(भारत सरकार, मा.स.वि.म. के अधीन समविश्वविद्यालय)  
Sant Longowal Institute of Engineering & Technology  
Longowal, District-Sangrur, Punjab- 148106  
(Deemed University under MHRD, Government of India)

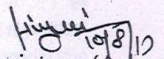
संदर्भ सं/Ref.No. SLIET/ Admn ) 2184-89

दिनांक/Date: 10/8/17

### CIRCULAR

**Subject : Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent – reg.**

I am directed to communicate the Office Memorandum No. 19024/22/2017 E.IV dated 19.07.2017 (copy enclosed for ready reference) received from MHRD, Govt. of India, Technical Section-VIII, New Delhi regarding Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent. All concerned are requested to follow guidelines as per above O.M with immediate effect.

  
Dy. Registrar (Admn.)

Copy to :-

01. Director – for kind information pl.
02. Registrar
03. All Deans
04. Professor Incharge (A&A)
05. All HODs/Section In-charges for circulation amongst the faculty/staff.
- ✓ 06. Faculty In-charges (ACSS) – with a request to upload on the Institute website alongwith Office Memorandum dated 19.07.2017.

No. 19024/22/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
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North Block, New Delhi

Dated the 19<sup>th</sup> July, 2017

Office Memorandum

**Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.**  
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The undersigned is directed to refer to this Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

- (i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.
- ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.
- iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.
- iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.

(Nirmala Dev)

Deputy Secretary to the Government of India

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.