

No.19011/01/2015:Fin.II(Pt.)

Government of India  
Ministry of Home Affairs

2105  
North Block, New Delhi,  
Dated November-03, 2017

1639  
06/11/17

Director General  
Inspector General  
1100  
06-11-17

OFFICE-MEMORANDUM

Sub: Guidelines on Air Travel on Government Expenses - Purchase of Tickets from  
Authorised Agent- reg.

5331

9/11/17

The undersigned is directed to refer to GoI 14 below SR 48-B wherein provision has been made that in all cases of air travel, where Govt. of India bears the cost of air passage, the officials have to travel only by Air India. Further, GoI 16 below the rule stipulates for purchase of air ticket directly from Airlines (Booking Counter or website of Airlines) or by utilizing the services of the authorised agents viz. M/s. Balmer Lawrie & Co., M/s Ashoka Travels & Tours and IRCTC. Department of Expenditure, M/o. Finance time and again also stressed the need of travel only by Air India and purchase of air tickets from permissible source. Recent in this row is their OM No. 19024/22/2017E-IV dated 18<sup>th</sup> July, 2017 (copy enclosed for ready reference).

2. Despite this MHA is frequently in receipt of proposals for relaxation of above rules citing reason of ignorance/unawareness of these guidelines. Department of Expenditure has clarified to MHA that henceforth relaxation on account of ignorance/unawareness of the guidelines would not be considered by them in future.

Calculate to all functions for

3. It is, accordingly, stressed upon all the offices/Division under the ambit of Integrated Finance Division of MHA to scrupulously follow the guidelines relating to air travel.

Encl.: A/a.

14/11/17  
1 FA  
PSO/SS

DG (ITBP)

DIG/Adm

(Kumar Manoj Kashyap)  
Under Secretary & AFA (Fin-II)  
Tel. 23093245

To,

1. PPS to HS/ Secy(BM)/Secy(OL)/SS(IS)
2. PPS/PS to all AS and JS of MHA
3. PS to JS (Admn) of PMO/DoPT/ DoARP&G/ DoP&PW/ DoL/ ISCS/ PSA/Cab. Sectt./ NHRC/ NATGRID/RGI
4. DG/Directors/IFAs of all CAPFs/CPOs
5. SO(IT) for uploading on the website of MHA

In situ  
9/11/17  
9/11/17