No. P-13017/1/2025-ESD (Comp. No. 74359)
Government of India
Ministry of Statistics and Programme Implementation
National Statistics Office
Economic Statistics Division
*****

5th Floor, Khurshid Lal Bhawan,
Janpath, New Delhi 110001

Date: 10-03-2025

OFFICE MEMORANDUM

In pursuance of the decision taken in the first meeting of the Inter-Ministerial Committee (IMC) held under the Chairmanship of CEO, NITI Aayog on January 08, 2025 at NITI Aayog, New Delhi and with the approval of the Competent Authority, the '***Working Group on Integrated Official Business Statistics' (WG on IOBS)*** for preparation of an implementation plan along with timelines as per the roadmap proposed in the report of the Technical Working Group (TWG) submitted in Nov, 2023 on Business Statistics in India, is hereby constituted with the following Composition and Terms of References (ToRs):

Sl. No.	Name, Designation and Office	Position
1.	Additional Director General, Economic Statistics Division (ESD), MoSPI	Chairperson
2.	Department for Promotion of Industry and Internal Trade (DPIIT), M/o Commerce and Industry	Member
3.	Goods and Service Tax Network (GSTN)	Member
4.	M/o Corporate Affairs (MCA)	Member
5.	M/o Micro Small and Medium Enterprises (MSME)	Member
6.	M/o Electronics and Information Technology (MeitY)	Member
7.	National Institution for Transforming India (NITI), Aayog.	Member
8.	D/o Economic Affairs (DEA)	Member
9.	Reserve Bank of India (RBI)	Member
10.	National Accounts Division (NAD), MoSPI	Member
11.	Administrative Statistics and Policy Division (ASPD), MoSPI	Member
12.	Enterprise Survey Division (EnSD), MoSPI	Member
13.	Data Informatics & Innovation Division (DIID), MoSPI	Member

14.	Shri Anshuman Khanna, Deputy Secretary General, Federation of Indian Chambers of Commerce & Industry (FICCI)	Non-Official Member
15.	Ms. Amita Sarkar, Deputy Director General, Confederation of Indian Industry (CII)	Non-Official Member
16.	Mr. Thomas Danielewitz, World Bank	Expert Member
17.	Head of the Department (HoD), NIC MoSPI/Representative	Member
18.	Director, Directorate of Economic & Statistics, Government of Rajasthan, Jaipur.	Member
19.	Director, Directorate of Economic & Statistics, Government of Uttar Pradesh, Lucknow.	Member
20.	Director, Directorate of Economic & Statistics, Government of Karnataka, Bangalore.	Member
21.	Deputy Director General, Economic Statistics Division (ESD), MoSPI	Member-Secretary

Note: All the Ministries/Departments/Organizations (M/D/Os) are represented not below the rank of Director.

2. The Terms of References (ToRs) of the WG on IOBS are as under:

i. Prepare an implementation plan for development of Integrated Official Business Statistics (IOBS) with Statistical Business Register (SBR) as its base and strengthen governance structure by defining the roles of Ministries/Departments/Organizations in its implementation.

ii. Review all Administrative data sources such as MSME, MCA, GSTN, etc. to develop the SBR and mechanism for sharing of data on regular basis.

iii. Prepare a framework for dynamic updation of SBR covering the births, deaths, split, merger of business entities etc.

iv. Develop IT infrastructure by following international standards and best practice technology to host, maintain, ensure security and confidentiality of dynamic SBR database containing all Business entities of India.

v. Building organizational capabilities to produce both basic indicators as well as advanced analytics to transform statistical producers into knowledge generators.

3. The WG will submit its report containing implementation plan to rollout IOBS with timelines within 3 months from the date of its inception.

4. The Committee may co-opt other members or experts as per requirement of the subject under consideration.

5. The expenditure of the official members on TA/DA for attending the meetings of the Committee will be borne by the parent Ministries/Departments/organizations to which they belong.

6. Non-official members/non-official special invitees will be paid TA/DA/conveyance allowance etc. as admissible to the non-official members/non-official special invitees for meetings as per instructions contained in Office Memorandum No. 19047/1/2016-E.IV dated 14th September 2017 of the Department of Expenditure, Ministry of Finance as amended and clarified from time to time. The non-official members of the Committee may be provided sitting fee of Rs. 4000/- (Rupees Four Thousand Only) per day, as per instructions contained in Office Memorandum No. 19047/10/2016-E.IV dated 12th April, 2017 of the Department of Expenditure, Ministry of Finance as amended and clarified from time to time. They may avail service of the Radio taxi/Cab services for local conveyance i.e. from airport or place of accommodation to the venue of the meeting and return in connection with the meeting of the WG on IOBS.

7. Non-official members/ non-official special invitees are required to book their tickets as per the instruction given in the Office Memorandum No. 19024/03/2021- E.IV dated- 16/06/2022 (copy enclosed).

8. The expenditure on account of payment of TA/DA to the non-official members/non-official special invitees will be met out of the budget provision under the Major Head '3454' – Census, Surveys and Statistics, Sub Major Head '02' – Surveys and Statistics, Minor Head '02.204' – Central Statistics Office, Capacity Development '19', Object Head 19.01.11 – 'Domestic Travel Expenses (DTE)', and detailed head is 3454.02.204.19.01.11 and also the expenditure on account of payment of sitting fee to the non-official members/non-official special invitees will be met out of the budget provision under the Major Head '3454' – Census, Surveys and Statistics, Sub Major Head '02' – Surveys and Statistics, Minor Head '02.204' – Central Statistics Office, Capacity Development '19', Object Head 19.01.49 – 'Other Revenue Expenditure (ORE)', and detailed head is 3454.02.204.19.01.49 under Demand No. 96, Ministry of Statistics & Programme Implementation.

9. This issue with approval of the Competent Authority vide Note#26 dated-28/02/2025 and HOD, MoSPI's approval vide Note#37 dated-07/03/2025 Computer No. 74359.

Neha Srivastava

(Neha Srivastava)
Deputy Director General

Copy to: -

1. Secretary of DPIIT, GSTN, M/o Corporate Affairs, MSME, MeitY, DEA with a request to nominate an officer not below th rank of Director for Working Group.
2. CEO of NITI Aayog and Governor of RBI with a request to nominate an officer not below th rank of Director for Working Group.
3. ADG of NAD, ASPD, EnSD, DIID, MoSPI with a request to nominate an officer not below th rank of Director for Working Group.
4. HoD, NIC, MoSPI.
5. HOD, MoSPI (Proper).
6. Shri Anshuman Khanna, Deputy Secretary General, (FICCI).
7. Ms. Amita Sarkar, Deputy Director General, Confederation of Indian Industry (CII).
8. Mr. Thomas Danielewitz, World Bank.
9. Directors of States DESs, Rajasthan, Uttar Pradesh, Karnataka.
10. Cash & Accounts Section.
11. Budget & Finance
12. DIID, NSO, MoSPI with a request to upload on the official website of the Ministry.

Copy for information to:

1. PPS to Secretary, MoSPI
2. PPS to DG(CS)/DG(DG)/DG(NSS), MoSPI.
3. PA/PS to ADG, ESD, MoSPI.
4. NSC Secretariat, MoSPI

Neha Srivastava

(Neha Srivastava)
Deputy Director General

F.No. 19047/1/2016-E.IV
Government of India
Ministry of Finance
Department of Expenditure
******

North Block, New Delhi.
Dated: 14.09.2017

OFFICE MEMORANDUM

Subject: TA/DA entitlements of Non-officials of Committees/Boards/Panels etc.

The undersigned is directed to state that the issues related to payment of TA/DA to Non-officials of Committees/ Boards/ Panels etc. have been examined in D/o Expenditure. It has been decided that TA/DA entitlement of Non-officials may be regulated by the Administrative Ministries/ Departments in the following manner:-

(I) Retired Govt. officials nominated as Non-official in the Committees/Boards/Panels etc. :

TA/DA entitlement of these Non-officials will be same as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No.19030/01/2017-E.IV dated 13.07.2017.

(II) Persons from various fields nominated as Non-official in Committees/Boards/ Panels etc. :

TA/DA entitlement of these Non-official will be same as admissible to officers in Pay level-11 (Pre-revised Grade Pay of Rs.6600/-) in the Pay Matrix. TA/DA Entitlements will be as under:-

i) Travel entitlement within the country - Economy class by Air or AC-II by train.
ii) Reimbursement for hotel accommodation/guest house of up to Rs.2250/- per day.
iii) Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city.
iv) Reimbursement of food bills not exceeding Rs.900/- per day.

(III) Eminent personalities nominated as Non-official in the Committees/Boards/Panels:

TA/DA entitlement of these Non-officials will be same as admissible to officers in Pay level 14 (pre-revised Grade pay Rs.10,000/-) in the Pay Matrix. TA/DA Entitlements will be as under:

i) Regarding travel entitlement of these Non-officials, Secretary in the Administrative Ministry, in consultation with the FA, may allow eminent personalities who are Non-officials in the Committees/Boards/Panels etc., to travel in Executive class in the Domestic airlines within the country subject to the following conditions :-

a) Where a Non-official is or was entitled to travel by air by Executive class under the rules of the organization to which he belongs or might have belonged before retirement.
b) Where the Administrative Ministry is satisfied that the travel by Executive class by air is the customary mode of travel by the Non-official concerned in respect of journeys unconnected with the performances of Govt. duty.

ii) Reimbursement for hotel accommodation/guest house of up to Rs.7500/- per day.
iii) Reimbursement of AC taxi charges as per actual for travel within the city.
iv) Reimbursement of food bills not exceeding Rs.1200/- per day.

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2 In respect of Non-officials who are local, Mileage Allowance at the following rates will be admissible:-

i) **For retired Government officers-** TA/DA as per their entitlement at the time of retirement as per revised rates mentioned in this Department's O.M. No.19030/01/2017-E.IV dated 13.07.2017.

ii) **Other Non-officials nominated from various fields** - Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city.

iii) **For eminent personalities nominated as Non-officials** - Reimbursement of AC taxi charges as per actual for travel within the city.

3. The TA/DA entitlements mentioned in Para I above will be subject to the following conditions:-

i) These TA/DA entitlements will be applicable in case of Non-officials coming from outside. Local Non-officials will not be entitled for TA/DA.

ii) Local Non-officials will be entitled for Mileage Allowance only.

iii) Cases seeking deviation from the above entitlements may be referred to M/o Finance giving full justification for seeking deviation.

4. These instructions will be effective from the date of issue of this O.M.

5. This is issued with the approval of Finance Minister.

(Nirmala Dev)
Deputy Secretary (EG)
Telefax. 23093276

1. **Secretaries of all Ministries/ Departments (as per standard list)**
2. **Financial Advisors of all Ministries/ Departments as per standard list**

No.19047/10/2016-E-IV
Government of India
Ministry of Finance
Department of Expenditure
....

North Block, New Delhi.
Dated: 12.04.2017

OFFICE MEMORANDUM

Subject: Delegation of powers to Ministries/ Departments for payment of Sitting Fee in respect of Non-officials of Committees/ Panels/ Boards etc.
****

The undersigned is directed to state that the issues related to payment of Sitting Fee to Non–officials of Committees/Panels/Boards etc. have been examined in D/o Expenditure. It has been decided that Administrative Secretaries of the Ministries/ Departments may decide the Sitting Fee in respect of Non-officials of Committees/Panels/Boards etc. in consultation with their Financial Advisors and with the approval of their Ministers.

2. While considering the proposals for payment of Sitting Fee to Non-officials, the Ministries/Departments are directed to keep in view the following instructions/guidelines:-

2.1. **Categorisation of Committees:** For the purpose of payment of Sitting Fee, Committees/Boards/panels are categorized into following three categories:-

(i) **High Level Committee :** In terms of Cabinet Secretariat Circular No. 1/16/1/2000-Cab. dated 15.04.2002, a High Level Committee is a Committee set up with the approval of Hon'ble Prime Minister through the Cabinet Secretary and presided over by a high ranking dignitary e.g. a Minister, a Judge of the Supreme Court of India, a Vice-Chancellor etc. including prominent persons in public life as Members.

(ii) **Technical or Expert Committee:** A Technical or Expert Committee is a Committee constituted to discharge functions as prescribed under Acts/Rules/Subordinate legislation on the subject. Such Committee is to be set up with the approval of the Minister of the concerned Ministry. In case any Member of Parliament is included in the Committee, the prior approval of Prime Minister to their inclusion is to be obtained in terms of Cabinet Secretariat Circular No.1/16/1/2000-Cab. dated 15.04.2002.

(iii) **Other Committees:** All other Committees will be covered under this category. These Committees will be constituted with the approval of the Administrative Secretary or Minister.

2.2 **Definition of a Non-official** : For the purpose of grant of Sitting Fee only such persons are to be considered as Non-officials who are not employed in any institution/ organisation/body funded by the Central Government.

Contd...2/-

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3. **Rates of Sitting Fee**: On the basis of categorisation of Committees viz. High Level Committee, Technical or Expert Committee and Other Committees, The Ministries/Departments shall ensure that the maximum rates of Sitting Fee to be paid to Non-official Chairman/ Members will not be more than the following:-

(i)	**High Level Committee**	**: Not more than Rs.10,000/- per day of Sitting.**
(ii)	**Technical or Expert Committee**	**: Not more than Rs.6000/- per day of Sitting.**
(iii)	**Other Committees**	**: Not more than Rs.4000/- per day of Sitting.**

4. For arriving at the rates of the Sitting Fee to Non-official Chairman and Members of the Committees/Boards/Panels, the Ministries/Department shall observe the following conditions:

i. While considering the amount of Sitting Fee, the Ministries/Departments have to keep in view facts such as nature and scope of the Committee, importance of the subject assigned to the Committee, category of the Committee (i.e. High level Committee, Technical or Expert Committee or other Committee), level/ status of Chairperson/ Members, duration of the Committee, frequency of meetings, Terms of Reference of the Committee etc.

ii. In no case, the ceiling should exceed 10 meetings in a month in respect of all categories of Committees viz. High Level, Technical or Expert Committees and Other Committee. It is presumed that such committees are constituted for a limited duration specified in the order.

iii. It is clarified that the Govt. employees nominated to such Committees/ Boards/ Panels etc. will not be entitled to Sitting Fee.

iv. Cases seeking deviation from the above norms may be referred to M/o Finance giving full justification for seeking deviation.

3. These instructions will be effective from the date of issue of this O.M.

4. This is issued with the approval of Finance Minister.

12/04/2017

(Nirmala Dev)
Deputy Secretary to the Government of India
Telefax. 23093276

1. **Secretaries of all Ministries/ Department (as per standard list).**
2. **Financial Advisers of all Ministries/ Departments (as per standard list).**
3. **Cabinet Secretariat - For information.**

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure
***

North Block, New Delhi.
Dated the 16th 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.....

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure
***

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the 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. In view of the decision of the Government for disinvestment of Air India, it has 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 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)

3. The travel agents are expected to provide to the Govt. employees the **'Best available fare'** on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. 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.

7. 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 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. 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.

9. These orders shall be effective from **01.01.2022**.

10. 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.

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 31st December, 2021)

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.....

भारतीय लेखा तथा लेखापरीक्षा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
महानिदेशक लेखापरीक्षा का कार्यालय (केन्द्रीय), मुंबई
O/o the DIRECTOR GENERAL OF AUDIT (CENTRAL), MUMBAI
C-25, Audit Bhavan, Bandra Kurla Complex, Mumbai- 400 051
e-mail – pdacentralmumbai@cag.gov.in

सत्यमेव जयते

SUPREME AUDIT INSTITUTION OF INDIA
Dedicated to Truth in Public Interest

सं.:- मनिलेप/स्था../एलटीसी/टीए/ T. No. 117 दिनांक:13.07.2023

CIRCULAR

A copy of (i) Office Memorandum No. 19024/03/2021-E.IV, GOI, Ministry of finance ,Department of Expenditure dated 31st Dec 2021, (ii) O.M No. 19024/03/2021-E.IV dated 16th June 2022 regarding Modifications of instructions for Booking of Air Tickets on Government Account for Tour and LTC and (iii) DOPT Office Memorandum No. 31011/12/2022-Estt.-IV dated 29th August 2022 regarding instructions on booking of Air tickets in respect of LTC was circulated for information and necessary action.

In continuation of the above Office Memorandum, this section had issued a circular dated 18/07/2022, for submitting the printouts of the concerned webpage along with their claims to verify the best available fare at the time of booking of air tickets. However, it is observed that officials are not complying with the instructions of GOI, DOPT OM No. 19024/03/2021-E.IV dated 29th August 2022, regarding submission of printouts of concerned webpage of the ATAs having flight and fare details for the purpose of settlement of LTC claims.

As per the last paragraph of DOPT OM dated 29th August 2022 regarding Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) , Government employees not entitled for air travel and wish to travel by air are required to book their air ticket through three Authorized Travel Agents (ATAs) only, namely a) M/s Balmer Lawrie & Company Ltd. (BLCL), b) M/s Ashok Travels and Tours (ATT) and c) Indian Railways Catering and Tourism Corporation Ltd.(IRCTC) and the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

All the officials are therefore requested to follow the instructions contained in the DOPT OM No. 31011/12/2022-Estt.A-IV dated 29th August 2022 for settlement of LTC claims and all other instructions contained in the Office Memorandum No. 19024/03/2021-E.IV GOI, Ministry of Finance, Department of Expenditure instructions , 16th June 2022 for TA claims.

This issues with the approval of Director General of Audit (Central), Mumbai.

वरिष्ठ लेखापरीक्षा अधिकारी/स्थापना

सं.:- मनिलेप/स्था../एलटीसी/टीए/ प्रति./ 117(i) to (xx)

दिनांक:13.07.2023

जानकारी एवं आवश्यक कार्यवाही हेतु प्रतिलिपि अग्रेसित :

1. महानिदेशक, केन्द्रीय के निजी सचिव
2. निदेशक/प्रशासन
3. निदेशक /सी.शु.प्रा.ले.प.
4. निदेशक/आई.टी.आर.ए./ आर.ए-I,
5. निदेशक/आई.टी.आर.ए./ आर.ए -II
6. निदेशक/ केन्द्रीय उत्पादन शुल्क(GSTA)/
7. निदेशक/सी.एण्ड.ए.बी
8. वरिष्ठलेखा परीक्षाअधिकारी/ प्रशासन/स्थापना/अभिलेख/राजभाषा अनुभाग/ ई.डी.पी./ प्रशिक्षण/ आई.टी.ए. अनुभाग/ आई.टी.आर.ए./ सी.शु.प्रा.ले.प./सी.एण्ड.ए.बी./ केन्द्रीय उत्पादन शुल्क(GSTA)./ वेल्फेअर असिस्टंट
9. नोटीस बोर्ड.

व. लेखापरीक्षा अधिकारी/ प्रशासन

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
9, DEENDAYAL UPADHYAY MARG, NEW DELHI-110124

(For exclusive use in IA&AD and not be quoted or published elsewhere)

Circular No.10

सँख्याः 72 -स्टाफ हकदारी(नियम)/ए.आर/01-2022
दिनांकः-17.03.2023

To

1. All Heads of Department in the IA&AD
   (as per standard e-mail list)
2. Director General (Hqr)

Sub: Modifications of instructions regarding Booking of Air Tickets on Government Account-reg.

Sir/Madam,

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 Authorised 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 Head of office and to the official in case of self- booking, based on convenience and service quality. Tickets for all employees for a single tour may be done by employees at their convenience and comfort from any of the three authorized agents as mentioned in para 1 above. No agency charges/convenience fees will be paid to these three booking agencies.

3. Generally, in IA&AD, the supervisory officers and the audit teams do not travel together as the supervisory officers are generally assigned supervision of 2 to 3 teams during the same time slots. Therefore, they may choose flight of their choice available on the given day of journey as per approved tour programme and book the cheapest fare available for that particular flight. Preferably a non-stop flight should be chosen.

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. However, bookings may be made only after the approval of the tour programme by competent authority. Further, in case of leave for LTC, it should be approved by the respective competent authority.

5. Employees are encouraged to avoid bookings within less than 72 hours of intended travel on Tour. In case, the bookings are made within 72 hours, submission of self-declared justification by the employee is required. However, in cases where the bookings are made within less than 72 hours of intended travel on tour due to administrative reasons, self-declared justification by the employee shall not be required. In case of cancellation of the tour programmes for LTC, the self-declared justification by the employee is necessary.

6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, without any administrative reasons, 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 approval of the competent authority.

8. While tickets may be arranged by the office through the authorised travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of authorized agencies. Employees must register their designation based official Government Email-Id with authorised agencies to book their air tickets digitally through above modes for travel by any airlines. In this case, the cancellation charges, if any, should be borne by the department of the employee.

9. The office 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 Integrated Financial Advisor in Headquarter office and Head of Department in field IA&AD offices is authorized to grant relaxation.

11. All offices 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, and 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. All Head of offices must clear all previous outstanding dues to the travel agents.

14. No Mileage Points will be generated against travel on Government account.

15. All Head of offices are directed to ensure strict compliance of the order and to widely circulate this in all offices including Attached/Subordinate Offices under their control.

16. This Circular is issued in supersession of all existing instructions on the subject.

भवदीय,

17.3.2023

(निलेश पी.पाटील)
सहा. नियंत्रक - महालेखापरीक्षक (अराज-.I)

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to Circular No. 10 (issued vide letter no. 72-स्टाफ हकदारी(नियम)/ए.आर/01-2022 दिनांकः-17.03.2023))

1. I (Name of the employee……..) hereby declare and certify that:

2. I have actually performed the onward journey from……to ……..(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 Servies (Classifiation, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government Servant……

Designation……..

Name of the Office……

To

Admn./Establishement Section

F. No. 31011/12/2022-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk
***

North Block, New Delhi.
Dated 29th August, 2022

OFFICE MEMORANDUM

Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:

(a) M/s Balmer Lawrie & Company Limited (BLCL),
(b) M/s Ashok Travels & Tours (ATT),
(c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.

iii. Government 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, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.

(a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

Contd ...2

v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.

vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.

vii. 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 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.

viii. 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.

ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

(i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.

(ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.

(iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

Contd ...3

Provisions for Reimbursements

(i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.

(ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

(iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

29/8/22

(Satish Kumar)
Under Secretary to the Government of India
Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

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