

No. A-24020/1/2017-Admn.
Government of India
Ministry of Water Resources, RD & GR
Administration Section
(ISO 9001 : 2008 Certified)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 8th ^{11th} September, 2017

OFFICE MEMORANDUM

Subject - Guidelines on Air Travel on Tours / LTC.

The undersigned is directed to refer to D/o Expenditure's O.M. Nos. 19024/1/2009-E.IV dated 16.09.2010, 19024/1/2012-E.IV dated 09.07.2013, 19024/1/2012-E.IV 05.09.2014 and 19024/22/2017 dated 19.07.2017 (copies enclosed) on the subject cited above, which inter-alia state that "**Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents (Viz. M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation (IRCTC) Ltd.**" It may be noted that D/o Expenditure vide O.M. No. 19024/22/2017 dated 19.07.2017 clearly mentioned that "henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by them.

2. All the officers of this Ministry are, therefore, directed to 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.

Encl. : As above.



(A.K. Kaushik)

Under Secretary to the Govt. of India

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To

1. All officers (drawing their salary in Level 6 and above of Pay Matrix), M/o WR, RD & GR through intranet.
2. All SMDs, M/o Water Resources, RD & GR.
3. Under Secretary(E-IX), CWC, Sewa Bhawan, R.K. Puram, New Delhi.
4. Under Secretary, C.S.M.R.S., Hauz Khas, New Delhi.
5. NIC Cell for uploading the OM on Intranet of this Ministry.
6. All Organisations under MowR, RD & GR