



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
INTERNAL FINANCE DIVISION
KRISHI BHAWAN, NEW DELHI-110001**

F. No. FIN/22/07/2025-CDN(A&A)/e-383793

Date: 24.07.2025

CIRCULAR

The Council vide F. No. FIN/22/2/2022-CDN (A&A) dated 04.07.2022 has endorsed the O.M. No.19024/3/2021-E.IV dated 16.06.2022, wherein it is clearly mentioned 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. Para 10 of the said O.M. dated 16.06.2022 mentions that "*In case of unavoidable circumstances, where the booking of tickets 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*".
3. However, in the recent past, it has been observed that the concerned official/non-official makes the booking either directly from the website of the airline or through some other private portal, which is not one of the three Authorized Travel Agents, as mentioned in the OM dated 16.06.2022.
4. In a recent case, AS&FA, DARE/ICAR has taken a serious view in the matter and has pointed out that since the three Authorized Travel Agents have their online portal also, through which online booking can be made (especially IRCTC portal is easily available to all, even to non- govt officials). Hence, the same shall be followed for online booking in all the cases of air travel where the Government of India bears the cost of air passage, in case contact through phone/email etc. could not be established with the agent/representative of the three Authorized Travel Agents.
5. It is expected that these guidelines shall be followed in letter & spirit and only in the unavoidable circumstances, the relaxation shall be sought by the Competent Authority.
6. All the SMDs and ICAR Institutes shall note these instructions for information and compliance.

This issues with the approval of Competent Authority.

**(Harshit Aggarwal)
Finance & Accounts Officer**

Distribution:

1. Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/Bureaux/ATARIs.
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24/7/25

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI**

F.No. FIN/22/2/2022-CDN(A&A)

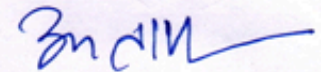
Dated the 4th July, 2022

ENDORSEMENT

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

In continuation with its O.M. No. 19024/3/2021-E.IV dated 16.02.2022, Ministry of Finance, Deptt. of Expenditure, New Delhi has issued an O.M. No. 19024/3/2021-E.IV dated 16.06.2022 on the subject mentioned above.

As approved by the Competent Authority, this O.M. No.19024/3/2021-E.IV dated 16.06.2022 has been posted on the IC AR Web-Site www.icar.org.in for information, guidance and compliance.



**(Amitabh Singh)
Sr. Finance & Accounts Officer**

Distribution:

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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.....

