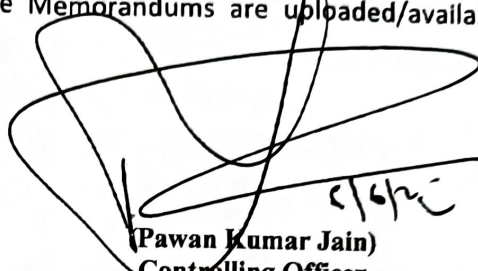


OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

Subject :- Modification of instructions regarding Air Travel and Booking of Air Tickets on Government account-Purchase of Air Tickets from Authorized Agent(s)

All the Judicial Officers and officials of this establishment are hereby requested to comply with the instructions contained in Office Memorandum no. F.20/04/2022/Finance (Policy)/1793-1799 dated 01.06.2022 issued by the Government of National Capital Territory of Delhi, Finance (Policy) Department, New Delhi. The above referred Office Memorandums are uploaded/available on the official website of this office as well as on LAYERS.


(Pawan Kumar Jain)
Controlling Officer

District Judge(Commercial Court)(Central)
Tis Hazari Courts, Delhi.

No. Accts/HQs/LTC/Circular/2022/ 20005-20180
Copy forwarded to:-

Dated, Delhi the 03 JUN 2022

1. The Registrar General, High Court of Delhi, New Delhi with the request to circulate the directions to the officials of this establishment working under their control in diverted capacity.
2. The Principal Judge, Family Courts, Dwarka (HQs), New Delhi with the request to circulate the directions to the officials of this establishment working under their control in diverted capacity.
3. O/o The President, State Consumer Disputes Redressal Commission, Vikas Bhawan, ITO, New Delhi, with the request to bring the same into the notice of staff working under their kind control in deputation/diverted capacity.
4. O/o The OSD, Hon'ble Lokayukta, Govt. of NCT of Delhi, Vikas Bhawan, ITO, New Delhi.
5. O/o The Principal Secretary(Law, Justice & L.A.), Government of NCT, Delhi Secretariat, New Delhi, with the request to bring the same into the notice of staff working under his/her kind control on deputation/diverted capacity.
6. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi with the request to circulate the directions to the officials posted under their control.
7. All the Sr.A.O. (Judicial)/A.O. (Judicial), Branch In-Charge, Central District, Tis Hazari Courts, Delhi to circulate the directions to the officials posted under their control.
8. The DLSA, Member Secretary, PHC, New Delhi to circulate the directions to the officials of this establishment working under their control in diverted capacity.
9. The Delhi Judicial Academy, Dwarka to circulate the directions to the officials of this establishment working under their control in diverted capacity.
10. The Registrar General, National Green Tribunal, Faridkot House, New Delhi with the request to circulate the directions to the officials of this establishment working under their control in diverted capacity.
11. The Principal District & Sessions Judge-cum-Special Judge(PC Act)(CBI), Rouse Avenue District Courts, New Delhi, with the request to circulate the directions to the officials of this establishment working under their control.
12. The Chairman/Nodal Officer, Web Site Committee, THC with the direction to upload the circular on official website.
13. Personal Office of the Principal District & Sessions Judge (HQs), Delhi.
14. Dealing Official. Server Room No.207, Tis Hazari Courts, Delhi.


Drawing and Disbursing Officer
Accounts Branch(Central)
Tis Hazari Courts, Delhi.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (POLICY) DEPARTMENT
4TH LEVEL, A WING, DELHI SECRETARIAT
I.P. ESTATE: NEW DELHI-110002**

No.F.20/04/2022/Finance (Policy)/1793-1799 Dated: 01/06/2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel and Booking of Air Tickets on Government account - Purchase of Air Tickets from Authorized Agent(s).

The attention of all the departments of Government of NCT of Delhi is invited towards the instructions issued by the Government of India, Ministry of Finance, Department of Expenditure vide their Office Memorandum No. 19024/03/2021-E.IV dated 31st December, 2021, wherein it has been decided in view of the decision of the Government of India for disinvestment of Air India that in all cases of air travel where the Government bears the cost of air passage, air tickets shall be purchased from the three Authorised 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). It has also been clarified vide Office Memorandum No. 19024/03/2021-E.IV dated 16th February, 2022 that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines.

Now, therefore, in supersession of earlier Office Memorandum issued by this department vide No.F.20/10/2016-AC/104-28 dated 25.02.2016, it has been decided that the following procedure will be followed in respect of air travel on tours both domestic and International travel and LTC:-

- (a) In all cases where a Government servant travels by air on Government Account both domestic and international travel and where the Government bears the cost of air passage, air tickets shall be purchased from DTTDC only.

...contd...2/-

-:2:-

- (b) In all cases where entitled category officers travels by air on LTC, air tickets shall be purchased from M/S Balmer Lawrie & Company Limited (BLCL), M/S Ashok Travels & Tours (ATT), Indian Railways Catering and Tourism Corporation Ltd (IRCTC) and DTTDC.
- (c) Air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. However, while availing LTC, Government officials entitled to travel by air shall travel only as per their entitlement.
- (d) The travel agents are expected to provide to the Government servant the "**Best Available Fare**" on the date of booking on the basis of tour programme as per their entitlement. The Choice of the travel agent for booking of ticket from those in para-b above is left open to the Government Servant concerned. No agency charges will be paid/reimbursed.
- (e) All Mileage Points earned by Government servant 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 Department on quarterly basis.
- (f) Officers not entitled to travel by Air shall also follow the above procedure, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.



...contd...3/-

Booking of Air tickets through agency/agencies other than mentioned in para 2(b) shall not be admissible and FD will not entertain any proposal for relaxation on this account.

This issues with the approval of Dy. CM/FM, Govt. of NCT Of Delhi.



(ASHISH CHANDRA VERMA)
Pr. Secretary (Finance)

No.F.20/04/2022/Finance (Policy)/1793-1799 Dated:01/06/2022

Copy forwarded to the following for information:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Additional Chief Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. S.O.to Chief Secretary, Govt. of NCT
5. All the Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments of GNCT of Delhi.
6. Website of Finance Department.
7. Guard file.



(ASHISH CHANDRA VERMA)
Pr. Secretary (Finance)