

Puducherry, dt. 03/03/2022

I.D. NOTE/OFFICE MEMORANDUM

Sub: Finance – Modification of Instructions regarding Booking of
Air Tickets on Government account – Reg.

Ref: 1. Office Memorandum No.19024/03/2021-E.IV dt.31.12.2021 of
Department of Expenditure, Ministry of Finance, Govt. of India.
2. Office Memorandum No.19024/03/2021-E.IV dt.16.02.2021 of
Department of Expenditure, Ministry of Finance, Govt. of India.
3. I. D. Note/Office Memorandum No.2407/FD/F3/2021-22, dt.
08.02.2022 of the Finance Department, Govt. of Puducherry.

Consequent to the orders of the Govt. of India cited first and second under reference, and in supersession of the I. D. Note cited third under reference and of all other orders and instructions issued so far in this regard, the following instructions are issued for booking of tickets for air travel where the Government of Puducherry bears the cost of air passage:

2. Air travel, both Domestic (including LTC) and International travel, can be made by any airlines henceforth. The restriction for performing air travel only by Air India is removed.

3. Booking shall be made through the Airlines providing the '**Best available airfare**' on the date of booking in the appropriate class. 'Best available airfare' shall mean the best fare available after taking into consideration factors such as the departure/arrival time of the flight and its suitability in accordance with the tour plan of the officer/official, and the duration of the flight (direct flight may be preferred over connecting/hopping flight).

4. A Self-declaration Certificate for completion of journey in the enclosed proforma shall be produced along with the TA claim. The condition of submission of Boarding Pass along with settlement of TA claim is dispensed with.

5 (i). If the officers/officials book tickets by paying from their pockets and then claim reimbursement, the flight ticket shall be booked through either of the following two means:

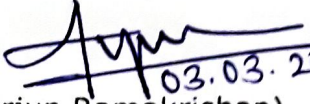
- (a) Directly from the website/app of the Airline (no proof of fare comparison is required for the settling of the TA claim), or
- (b) Through the website/app of any online travel portal, provided the fare in this case is cheaper when compared to the fare available on the Airline website/app. (Proof of fare comparison between the website/app of the travel portal from which the booking is done and the website of the Airline shall be furnished at the time of submitting the TA claim.)

(P.T.O)


03.03.2022

- 5(ii). The prevailing mode of booking tickets on credit basis may continue, subject to the condition that the ticket fare, including the service charges and/or GST, if any, does not exceed the fare for the same flight available directly on the website of the Airline. Proof of fare comparison between the Airline website and the actual ticket booked shall be submitted with the TA claim.

//By Order of the Lieutenant Governor//



03.03.2022

(Arjun Ramakrishnan)
Under Secretary (Finance)

Encl.: As stated.

To

All Secretaries to Government/All Secretariat Departments
All Heads of Departments/Offices
All Heads of PSUs/Autonomous Bodies/Corporations/Societies
All SAOs/JAOs

Copy to:

1. The Director of Accounts & Treasuries, Puducherry
2. The Deputy Director of Accounts & Treasuries, Karaikal/Mahe/Yanam.

P R O F O R M A

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No.2407/FD/F3/2021-22 dt. .03.2022)

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)

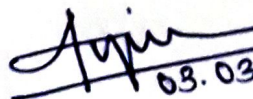
Name of the Government Servant

Designation.

Name of the Department

To

The HoD/Head of Office/DDO concerned.


03.03.2022