

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
FINANCE DEPARTMENT
(Budget Section)

No.G.24011/2/2017-18/F1(B)

Puducherry, dated 10.09.2018

I.D. Note

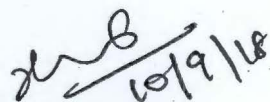
Sub: Finance Department (Budget) – Air travel on official Tour –
Cancellation of Air tickets – Reg.

It is noticed that the cancellation charges for air tickets are quite high and only a very little amount of about 20% of the ticket cost is returned when air tickets are cancelled due to unavoidable reasons.

2. It is, therefore, imperative that the officers performing official tour by air should book air tickets after adequately ensuring that there would normally be no cancellation, except under circumstances beyond their control. The officers required to perform official tour by air may ensure that the air tickets are booked after receipt of proper communication about the meeting/conference etc. which they are expected to attend. Considering the high costs involved in ticket cancellation / ticket charge, booking and cancellation of air tickets should not be done in a casual manner. The staff of Departments / PSUs / Autonomous Bodies may book their air tickets 'online' directly from the airline website to get tickets at lower rates and later seek reimbursement from the Departments.

3. This is applicable to all PSUs / Autonomous Bodies / Societies / Boards etc. receiving Grant from the Government.

// By Order //


(V. RAVISANKAR)
BUDGET OFFICER

To

1. All the Heads of Departments / Offices.
2. The Chief Executives / Managing Director of PSUs / Autonomous Bodies / Board / Societies etc.

Copy to.

1. All Secretaries to Government.
2. The Private Secretary to Chief Secretary.
3. The Under Secretary (Finance) – with a request to upload it in the Finance portal.