

No.F.4-19/NCTE/ERC/Accounts/2018/ 58333

Date: 13th November, 2018

CIRCULAR

Subject: Guidelines on Air Travel on official tours.

As per Govt. of India's guidelines and circular issued from time to time, the following instructions may be ensured to be followed for air travel on official tours.

1. That air travel, either domestic or international where GOI bears the cost of air passage, the officials have to travel by **Air India flight only**.
2. If travel stations are not connected by Air India, the officials may travel by Air India to the hub/point close to their eventual destinations beyond which they may utilize the services of another flight which should preferable be an Alliance partner of Air India.
3. Air tickets may be purchased directly from the air line booking counters/office/website of airlines (**www.air-india.com**) or through authorised agents of Air India i.e. M/s Balmer Lawrie and Company, M/s Ashok Travels & Tours and IRCTC.
4. Before booking a ticket updated routes available of Air India official website may be consulted for any Air India flight or its subsidiary flight.
5. The official may ensure to avail the lowest ticket fare available on the day of booking.
6. For cases of travel by airline in other than Air India, for whatever reason it may be, each individual must obtain the sanction of the Administrative Secretary of the concerned Ministry after approval from Financial Adviser of the said Ministry only, duly applying in the prescribed proforma available in the website. These powers cannot be delegated further to the FA of the Autonomous body/Statutory organisations.
7. The Ministry of Civil Aviation have no power to accord sanction w.e.f. 26/07/2016 (as per Govt. of India circular).
8. It is mandatory to submit the Original Boarding Pass along with the TA bill as a proof of undertaking the journey.

The rules may be adhered to in word and spirit.


Regional Director

Copy for information to:

1. The officers/officials of ERC, NCTE, Bhubaneswar.
2. The Members/State Representatives of ERC, NCTE, Bhubaneswar.
3. Ms. Jojiana Lakra, Section Officer (Inspection), NCTE, New Delhi for circulation among all empanelled Visiting Team members of NCTE.
4. Uploading on ERC, NCTE website (**www.ercncte.org**).