



No.F.2-1/2022-EC/1280-1342

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING  
SRI AUROBINDO MARG, NEW DELHI-110016  
(ESTABLISHMENT COORDINATION SECTION)

Dated: 15.09.2022

CIRCULAR

NCERT follows instructions of the Govt. of India, Ministry of Finance (MoF) issued vide O.M. No.19024/03/2021-E.IV dated 31<sup>st</sup> December, 2021 regarding Modification of instructions for booking of Air Tickets on Government Account (on Tour/LTC). These instructions have already been uploaded at NCERT website after circulation vide EC Section circulars of even number dated 06.01.2022, 19.01.2022, 01.02.2022, 24.02.2022, 19.05.2022, 25.05.2022 and 01.07.2022.

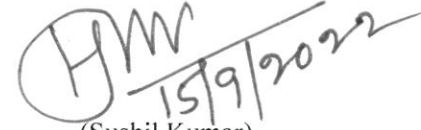
Recently, it has been frequently observed that even after issuance of instructions stipulated above, a number of cases are still being received wherein the procedures for booking of air tickets through authorized travel agents have not strictly been followed by the employees of the Council. Therefore, such types of cases are being forwarded to the Ministry of Finance through Ministry concerned for seeking special approval.

Such types of lapses at the part of employees have been viewed very seriously by the Competent Authority. Once again, it is clearly reiterated by the Authority that in terms of provisions contained in Ministry of Finance, Department of Expenditure OM dated 31.12.2021, air tickets **must only be purchased** by the authorized travel agents viz. M/s Balmer Lawrie & Company, M/s Ashok Tours and Travels and IRCTC.

All Heads of the Departments/Deputy Secretaries are requested to kindly bring this issue into the knowledge of all serving employees for strict compliance in future and henceforth these types of cases should not be referred to the Higher Authority for consideration wherein the laid down procedure has not properly been followed by the employees.

Hindi Version will be followed.

This issues with the approval of the Competent Authority.

  
(Sushil Kumar)  
Under Secretary

**Copy to:**

1. Joint Director, CIET.
2. Dean (A)/ Dean (C)/ Dean (R), NCERT.
3. Heads of the Departments/Units/Cells of NIE.
4. All Deputy/Under Secretaries including CIET/VSO, NCERT.
5. Administrative Officer, Publication Department, NCERT.
6. All Branch Officers/ Sections in the Council Hqrs.
7. P.S. to Director, NCERT.
8. P.S. to Joint Director, NCERT.
9. P.S. to Secretary, NCERT.
10. Notice Boards.
11. Head, DICT for uploading it on the Council's website.