

CLW/CHITTARANJAN

No. GM/G/Air Travel

DT. 03.07.2018

All Concerned

Sub: Procedure Order for Booking of Air Tickets on Official Account by CLW Officials.

At present, the Air Tickets on official account are being purchased from local travel agents by the concerned officers after approval of tour program by GM. After the journey is over, the bills are submitted by the travel agent to finance for payment duly countersigned by the travelling officers.

In terms of the guidelines of Department of Expenditure, Ministry of Finance vide their O.M.'s No. F/No. 19024/22/2017-E.IV dt. 19.07.2017 circulated vide Rly. Bd.'s letter no. F(E)/2016/AL-28/25 dated 21.09.2017, it has been decided that the Air Tickets on official account by CLW officials will be booked through IRCTC only.

The following procedure shall be followed for booking of Air Tickets on official account:

1. GM's approval for tour program is to be obtained by the official concerned as per extant rule.
2. Once, the tour program is approved by GM, the duly filled up application for purchase of Air Ticket in prescribed format (attached as Annexure) is to be sent to Dy. Secretary to GM / PS to GM. All fields are mandatory and to be filled in the format.
3. Dy. Secretary to GM / PS to GM shall forward the application to IRCTC for booking of Air Ticket.
4. Contact Person in IRCTC:
 - o **Mr. Nikhil Naik, Supervisor/ Tourism,**
E-mail: nikhil.naik@irctc.com, Mob. No: 09002040014, Ph. No.: 033-22439045
 - o **Emergency Contact:**
Mr. Biswaranjan Saha, Chief Supervisor/ Tourism,
E-mail: biswaranjan6331@irctc.com, Mob. No.: 09002040072
5. IRCTC will book the Air Ticket and a copy of the same will be sent to the concerned official through his/her e-mail.
6. The travelling officer will submit the Air Ticket and the Boarding Pass duly certifying that the journey was performed by him/her to Dy. Secretary to GM after completion of journey.
7. **Payment:** IRCTC will submit the bill for the Air ticket to Dy. Secretary to GM who will forward the same to FA&CAO(X) for payment to IRCTC.

This has the approval of competent authority.

DA: As above (01 page)


Dy. General Manager/ CLW