

Fwd: [Cag-iaas] Corrigendum – Revision of Travel Class Upgradation Clause.

ADMIN III < admin3.del.fnc@cag.gov.in >

Fri, 19 Dec 2025 2:39:38 PM +0530

To "Nitesh Kumar"<niteshk.del.fnc@cag.gov.in>

===== Forwarded message =====

From: Director General Of Audit Delhi <pdafincom@cag.gov.in>

To: "ADMIN III"<admin3.del.fnc@cag.gov.in>

Date: Fri, 19 Dec 2025 14:37:31 +0530

Subject: Fwd: [Cag-iaas] Corrigendum – Revision of Travel Class Upgradation Clause.

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From: Satish Kumar <kumarsatish.pnt@cag.gov.in>

To: "Director General Of Audit Delhi"<pdafincom@cag.gov.in>

Date: Mon, 15 Dec 2025 10:32:04 +0530

Subject: Fwd: [Cag-iaas] Corrigendum – Revision of Travel Class Upgradation Clause.

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From: Khalid Jamal <jamalkb@cag.gov.in>

To: "Satish Kumar"<kumarsatish.pnt@cag.gov.in>

Date: Mon, 15 Dec 2025 09:55:54 +0530

Subject: Fwd: [Cag-iaas] Corrigendum – Revision of Travel Class Upgradation Clause.

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From: Travel IR <travel.ir@cag.gov.in>

To: "cag-iaas"<cag-iaas@ismgr.nic.in>

Date: Fri, 12 Dec 2025 09:19:10 +0530

Subject: [Cag-iaas] Corrigendum – Revision of Travel Class Upgradation Clause.

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Respected Sir/Madam,

This is in continuation of the earlier communication wherein the Office Memorandum on *Ticket Booking, Passport, Visa & Accommodation Support* was

shared, followed by subsequent corrigendums.

The Competent Authority has since approved a revision to the clause relating to upgradation of class of travel.

Accordingly, the following clause shall now stand **substituted** in:

- **Point 11** under “*Ticketing*” of the Office Memorandum (OM)

Revised Clause:

“Upgradation beyond the entitled class of travel is not permitted”.

with regards,

International Relations Division,
(अंतर्राष्ट्रीय संबंध प्रभाग),
O/o the CAG of India,
(भारत के नियंत्रक एवं महालेखा परीक्षक का कार्यालय),
New Delhi
(नई दिल्ली)

===== Forwarded message =====

From: Travel IR <travel.ir@cag.gov.in>

To: "cag-iaas" <cag-iaas@lsmgr.nic.in>

Cc: "Mr Vimalendra Patwardhan" <patwardhanva@cag.gov.in>, "Nilesh Patil" <patilnp@cag.gov.in>

Date: Mon, 01 Dec 2025 10:41:12 +0530

Subject: Revision of Point 9 under “Ticketing” in OM on Ticket Booking, Passport, Visa and Accommodation Support.

===== Forwarded message =====

Dear Sir/Madam,

Kindly refer to this office **OM No. 652/SOP/Travel/IR/2025/E-362324** dated 24.10.2025 on “*Ticket Booking, Passport, Visa, and Accommodation Support*”(attached for your kind reference).

In continuation of the above OM, it is informed that the Competent Authority has approved a revision of **Point 9 under the heading “Ticketing”**. Accordingly, **Point 9 may now be read as under:**

****For Ex-India leave in continuation of an official foreign assignment, officers must inform the International Relations Division (including Travel Desk) within 24 hours of receiving the nomination, even if the**

plan is tentative. This enables International Relations Division to include both the official assignment period and the Ex-India leave period in a single Political Clearance (PC) application, as MEA does not process standalone PC applications for private visits. International Relations Division will normally wait up to 24 hours for the officer's response; however, where timelines are short (less than 15 days before travel) and a valid passport is available, International Relations Division may apply for PC immediately to avoid delays. If the officer does not communicate their intention to avail Ex-India leave within 24 hours, International Relations Division shall apply for PC only for the official duty period, and the Competent Authority may grant Ex-India leave separately at the departmental level without seeking a separate PC from MEA. Any differential airfare arising due to personal deviations, choice of route/airline, or Ex-India leave (whether informed within 24 hours or otherwise) shall be borne by the officer. The approximate cost implication will be communicated before the finalization of tickets; however, the amount reflected in the final invoice shall be treated as final and binding. All differential fare payments must be settled promptly to avoid recoveries with penalties.**

with regards,

*International Relations Division,
(अंतर्राष्ट्रीय संबंध प्रभाग),
O/o the CAG of India,
(भारत के नियंत्रक एवं महालेखा परीक्षक का कार्यालय),
New Delhi
(नई दिल्ली)
Ph: 011-23509188*

===== Forwarded message =====

From: Travel IR <travel.ir@cag.gov.in>

To: "cag-iaas" <cag-iaas@lsmgr.nic.in>

Cc: "Mr Vimalendra Patwardhan" <patwardhanva@cag.gov.in>, "Saurabh Narain" <narains@cag.gov.in>, "Nilesh Patil" <patilnp@cag.gov.in>

Date: Wed, 29 Oct 2025 17:22:58 +0530

Subject: Circulation of Approved Standard Operating Procedure (SOP) for Travel-Related Processes.

===== Forwarded message =====

Respected Sir/Madam,

The approved **Standard Operating Procedure (SOP)** for travel-related activities in the International Relations Division is forwarded herewith for information and necessary compliance.

This SOP aims to streamline workflow, enhance coordination, and ensure uniformity in processing foreign travel proposals within the Division. All officers are requested to familiarize themselves with the contents and adhere to the prescribed procedures.

Encl: As above

with regards,

*International Relations Division,
(अंतर्राष्ट्रीय संबंध प्रभाग),
O/o the CAG of India,
(भारत के नियंत्रक एवं महालेखा परीक्षक का कार्यालय),
New Delhi
(नई दिल्ली)*

with regards,

Nitin Rana (नितिन राणा)

*Asstt. Administrative Officer
(सहायक प्रशासनिक अधिकारी)
International Relations Division,
(अंतर्राष्ट्रीय संबंध प्रभाग),
O/o the CAG of India,
(भारत के नियंत्रक एवं महालेखा परीक्षक का कार्यालय),
New Delhi
(नई दिल्ली)
Ph: 011-23509188*

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