



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय  
आन्ध्र प्रदेश, विजयवाड़ा - 520 002  
OFFICE OF THE PRL ACCOUNTANT GENERAL (AUDIT)  
ANDHRA PRADESH, VIJAYAWADA - 520 002



No. PAG (Audit)/Bills-1/Gen-I/2023-24/

13-12-2023

**Sub:** Instructions regarding Booking of Air Tickets on Government Account for Tour- Reg.

**Ref:** (1) O/o C&AG of India Circular No. 10 dated 17.03.2023

(2) O/o C&AG of India Circular No. 18 dated 06.06.2023

**CIRCULAR No. 06**

After disinvestment of Air India, the instructions regarding booking of Air tickets on Government account have been modified by the Government of India. Further, Headquarters Office has circulated the modified instructions on booking of Air tickets for Tour vide circulars cited above.

While forwarding these circulars to all employees of the Office, it is being re-iterated that **submission of printouts (screen shot) of the web page** while booking, is mandatory at the submission of claims, to know the cheapest fare. But, instances have been noticed that employees are submitting the Tour claims without screen shot of the web page and requesting to condone the same.

In this regard, the controlling officer has directed to follow the below procedure:

1. Employees must **register with official Government e-mail id** with authorized agencies i.e. M/s. Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) or Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), to book their air tickets. Air tickets booked through registered personal e-mail ids are not accepted.
2. Supervisory Officers are to choose a flight of their choice on the given day of journey **as per approved tour programme** and book the cheapest available fare for that particular flight.
3. Employees other than Supervisory Officers, are to choose flight having the cheapest air fare available, **preferably a non-stop flight**, in a given slot at the time of booking:-
  - a) On the day of travel in the desired 3 hours slot of following time band: "
 

00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00
4. Employees shall submit, the printout of the concerned web page of the authorised travel agents having flight and fare details, taken at the time of booking, along with the claim for settlement.
5. Employees are encouraged to book flight tickets at least 21 days prior to the intended

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date of travel on Tour, to avail the most competitive fares. Bookings may be made **only after the approval of the tour programme** by competent authority.

Henceforth, in case of claims received in contravention with the above procedure, the controlling officer has directed to restrict those claims, as per travel done by entitled class in train. It is the responsibility of the official to satisfy the controlling officer that the above conditions are met for the claim.

This is effective from the date of issue of this circular.

KOVURU ANIL KUMAR

Encl:as above

Senior Audit Officer/ Bills

To  
All Group Officers  
Secretary to PAG  
All coordination sections for information and necessary action  
IS Wing (for forwarding to all employees)  
Notice Board  
Hindi Cell (for Hindi version)