



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय महानिदेशक लेखापरीक्षा,
पर्यावरण एवं वैज्ञानिक विभाग, कोलकाता शाखा
द्वितीय बहुतलीय कार्यालय भवन, छठा तल, निजाम पैलेस,
234/4 ए.जे.सी. बोस रोड, कोलकाता-700 020
फोन: 033-2289/4111/12/13, फैक्स: 033-2289-4060
ई-मेल: estt.kol.esd@cag.gov.in

Circular

No. Estt./5(09)/2022-23/19

Dated: 24.05.2022

Subject: Regarding Booking of Air Tickets

In inviting a reference to Ministry of Finance, Department of Expenditure's Office Memorandum No.19024/03/2021-E.IV dated 31.12.2021, relating to instructions regarding Booking of Air Tickets on Government account and subsequent modification dated 16th February 2022, it is hereby reiterated that in all cases of air travel the officials who are booking air tickets online on their own using the websites of any of the three authorized travel agents, for journeys on government account, must book the same at the "Best available fare" on the date of booking on the basis of tour programme as per their entitlement.

In this connection it may be mentioned here that Deputy Director of this office has been pleased to direct that in such cases:

- (i) Screenshots, supporting booking of air tickets at best available fares, taken at the time of booking would invariably have to be produced, while preferring the claims.
- (ii) The screenshot, may also, invariably, contain the time and date of booking, captured online.
No exception in this regard would be allowed.

Sd/-
Sr. Audit Officer (Establishment)

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- 10) Office Circular Book
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