



F.No. SAO/PA/MISC/2021-22
NATIONAL SUGAR INSTITUTE
Government of India

Kanpur, dated 15th February, 2022

OFFICE MEMORANDUM

Sub : Modification of instructions regarding Booking of Air Tickets on Government account.

Please find enclosed herewith a copy of the O.M. No. 19024/03/2021-E.IV dated 31st December, 2021 on the above subject issued by Ministry of Finance, Department of Expenditure, New Delhi.

It is requested that the instructions contained in the O.M. should be complied with. Furthermore attention is invited to the para 7 of the above-referred O.M., wherein it is desired that in order to ensure timely payment of air ticket to the travel agents, namely M/s Balmer Lawrie & Company Limited (BLCL); M/s Ashok Travels & Tours (ATT); and Indian Railways Catering & Tourism Corporation Ltd. (IRCTC), the employee has to submit a certificate/undertaking to confirm the performance of journey in the prescribed proforma enclosed herewith, within seven days of completion of journey.

The prescribed proforma is enclosed alongwith the said O.M. as the "Self-declaration Certificate for Completion of Journey" and as contained in the proforma, the same is applicable for journey for the purpose of tour/training/transfer/LTC/Retirement.

Compliance of the instrument may please be ensured.

Brijesh Kumar Sahu

(Brijesh Kumar Sahu)
Sr. Administrative Officer

Distribution : All Officers

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