

No.11013/7/2008-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block,
New Delhi,
Dated the 9th August, 2010

OFFICE MEMORANDUM

Subject : CCS (Conduct) Rules, 1964 – Permission to avail of mileage points earned by Government servants on tickets purchased for official tour/visits and acceptance of 'Free Companion Ticket' introduced from time to time by various Airlines, by Government servants.

The undersigned is directed to refer to Department of Personnel and Training O.M. No. 11013/7/2008-Estt. (A) dated 03.06.2009 on the subject mentioned above (copy enclosed) and to say that references are being received regarding the free companion/spouse ticket offers in the case of domestic travel extended by the airlines on payment of full fare.

2. In this context, Department of Expenditure have clarified as follows : -

(a) In their OM F.No. 7(1)/E.Coord/2008 dated 01.10.2008 instructions have been issued regarding :-

- (i) Buying the cheapest fare in **Economy/Business** Class travel, preferably by getting information through the internet.
- (ii) Using Corporate Coupons for **Economy/Business** Class travel through proper planning and coordination.

(b) Instructions for travel on Government account only by Air India were thereafter issued on 13.07.2009. Subsequently, vide OM dated 01.10.2009, all the **Ministries/Departments** were notified about the packages/concessions offered by Air India for Government of India Officials. All the above instructions were intended to effect economy in the matter of expenditure on air travel by Government of India officials, while on tours.

(c) In regard to whether the free companion ticket offered by Air India while on domestic official tour can be availed of, it may be noted that free companion tickets are provided by the Air lines for domestic travel against full fare tickets only. Purchase of full fare tickets defeats the purpose of instructions issued.

3. It is, therefore, clarified that Government of India officials are not expected to purchase full fare Air tickets but instead avail of – (a) the coupon supersaver booklets being offered by Air India for Government of India officials as notified vide the Ministry of Finance (Department of Expenditure) OM dated 1st October, 2009; (b) Supersaver scheme for Business class; or (c) go in for the cheapest Air India fare. In the circumstances, free **companion/spouse** ticket offers in the case of domestic travel, which are made on payment of full fare, cannot be availed of.

4. Accordingly, all **Ministries/Departments** are advised to ensure compliance of the instructions by all Government servants in this regard.



(P.PRABHAKARAN)

Deputy Secretary to the Government of India

All **Ministries/Departments** of the Government of India.

Copy forwarded to

- 1 Comptroller and Auditor General of India, New Delhi
 - 2 Lok Sabha **Secretariat/Rajya Sabha Secretariat/Ministry** of Parliamentary Affairs.
 3. Union Public Service Commission, New Delhi.
 4. President's **Secretariat/Vice-President's Secretariat/ Prime Minister's Office.**
 5. Election Commission of India, New Delhi.
 6. Central Vigilance Commission, New Delhi.
 7. Staff Selection Commission, New Delhi.
 8. Central Bureau of **Investigation**, New Delhi.
 9. Chief Secretaries of all State **Governments/Union Territory Administrations**
 10. All Attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions.
(200 spare copies).
- ✓ 11. NIC (DOPT) with the request that this O.M. may be placed on the Department's website (www.persmin.nic.in).

No. 11013/7/2008-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training


New Delhi, dated: the 3rd June, 2009

OFFICE MEMORANDUM

Subject:- CCS (Conduct) Rules, 1964 - Permission to avail of mileage points earned by Government servants on tickets purchased for official tour/visits and acceptance of 'Free Companion Ticket' by Government servants introduced from time to time by various Airlines.

The undersigned is directed to refer to the instructions issued vide this Department's O.M.No.11013/7/2008-Estt.(A) dated 6.10.2008 on the above subject directing that the mileage points earned on account of travel for official tours/visits shall not be used for purposes of private travel in the form of free companion tickets or other variations thereof by a Government servant or members of his (or her) family and any action to the contrary to these instructions rendered a Govt. servant liable for departmental action. A review of these instructions was done in consultation with the Ministry of Finance and it has been decided to modify the instructions contained in the said O.M. to the extent that the Govt. servants shall be allowed to avail the facility of free companion tickets offered by the airlines for International travel only.

2. These orders shall take effect from the date of issue.
3. All Ministries/Departments are requested to please bring the forgoing to the notice of all concerned for information and necessary action.


(Simmi R. Nakra)
Director

To

All Ministries/Departments of the Govt. of India
(as per standard list)

No. 11013/7/2008-Estt.(A)

New Delhi, Dated : the 3rd June, 2009

Copy forwarded to:-

- (1) Office of the Comptroller & Auditor General of India.
- (2) Office of the Controller General of Accounts, Ministry of Finance.
- (3) Secretaries to Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Sectt./Rajya Sabha Sectt./Cabinet Sectt./Central Vigilance Commission/President's Sectt./ Vice-President's Sectt./ Prime Minister's Office/ Planning Commission.
- (4) All State Governments and Union Territories.
- (5) Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
- (6) All Members of Staff Side of the National Council of JCM/Departmental Council.
- (7) All Officers/Sections of DOPT/Deptt. of Administrative Reforms & Public Grievances/ Department of Pensions & Pensioners Welfarc/PESB.
- (8) Official Language Wing (Legislative Deptt.), Bhagwan Dass Road, New Delhi.
- (9) Railway Board, New Delhi.
- (10) NIC, DOPT - With the request to upload the O.M. on the website.
- (11) 50 spare copies.


(Simmi R. Nakra)
Director