

No.1-8/2014-Sch.4
Government of India
Ministry of Human Resource Development
(Department of School Education & Literacy)

Shastri Bhawan, New Delhi,
Dated 11th June, 2014.

To,

The Secretary,
NCERT,
Sri Aurobindo Marg,
New Delhi-16.

Subject: 'Facilitation Fee' to be levied by authorized travel agents on air tickets booked on Government account-regarding.

Madam,

Please refer to NCERT's letter No. 2-6/2012-EC-3516 dated 11.11.2013 on the subject mentioned above and to say that the Department of School Education & Literacy follows the guidelines issued by Ministry of Finance Department of expenditure O.M No. 19024/1/2012-E.IV dated 10.10.2013 in the matter. NCERT is requested to follow these guidelines issued by the Department Expenditure, Ministry of Finance.

Yours faithfully,



(Dinesh Kumar)

Under Secretary to the Government of India

Tele:23381434

14624/DS(EC)
27/6/14

DS/EC



DS/EC 27/6
AM 27/6/14

Shri Virendra ji

65

No. 19024/1/2012-E-IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 10th October, 2013.

OFFICE MEMORANDUM

Subject:- 'Facilitation Fee' to be levied by authorised travel agents on air tickets booked on Government account - Regarding.

Attention is invited to this Department's O.M. of even number dated 28th May, 2013 wherein all Ministries/Departments were advised not to pay Agency Commission/Charges etc. charged by M/s Balmer Lawrie & Company Limited (BLCL) in their Bills, raised for air tickets booked on Government account, till a final decision is taken in the matter.

2. The matter has been considered and it has now been decided that, in lieu of withdrawal of 'Transaction Fee' by Air India/Airlines, the authorised travel agents namely M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), are allowed to levy 'Facilitation Fee' of ₹100/- per ticket for domestic sector and ₹300/- per ticket for international sector for air travel, wherein Government of India bears the cost of air passage. Further, these rates are to be applied prospectively i.e. Bills raised by the authorised travel agents for journeys undertaken should not include this fee.

3. All Ministries/Departments are again advised that, as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters/offices/website). Only when obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of. These instructions should be brought to the notice of all concerned for strict compliance.


(Subhash Chand)

Deputy Secretary to the Government of India

To,
All Ministries/Departments of Government of India and other Government offices
(as per Standard Mailing List)

Copy to:- NIC for uploading the O.M. on the website of the Department of Expenditure.