



**Finance & Accounts  
University of Hyderabad**

15<sup>th</sup> April, 2021

**C I R C U L A R**

Sub: Purchasing of air tickets for travelling on official purposes and LTC – reg.

- Ref: 1) Circular No. UH/P-I/2013/5272 dt. 3.1.2014 issued by the Registrar i/c, UoH.  
2) O.M.No. AV.18011/05/2012-AI dt. 27.2.2014 issued by the Under Secretary to Govt. of India, Ministry of Civil Aviation, New Delhi.  
3) Circular No. 1-1/2015 (Misc.)/GA dt. 10.2.2015 issued by the Joint Secretary, UGC, New Delhi.  
4) Letter No. 010/VGL/044 dt. 3.3.2021 issued by the OSD, CVC, New Delhi.

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Your kind attention is invited to the above subject and the correspondence under reference.

All the Teaching and Non-teaching staff of University of Hyderabad are hereby informed that as per the directions of Govt. of India (Ministry of Finance) & Central Vigilance Commission ***air tickets for traveling on official tours / LTC etc. should be procured only from***

***(1) Air India (booking counters / offices / website) or***


***(2) through authorized travel agents viz.,***

***(a) M/s Balmer Lawrie & Co. Ltd.***

***(b) M/s Ashok Travels & Tours and***

***(c) Indian Railways Catering & Tourism Corporation Limited (IRCTC).***

The above instructions may kindly be adhered to strictly.

  
Finance Officer i/c  
15/4/21

Encl: CVC letter at (4) above

To

- 1) All Schools / Departments / Centres / Sections
- 2) Webmaster – with a request to upload on the UoH website
- 3) Director, CC – with a request to forward the same to all users

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स/Fax : 24651186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

सं./No. 010/VGL/044  
03.03.2021

दिनांक / Dated.....

To,  
The Chief Vigilance Officers

**Subject:-** Corrupt practices adopted by private travel agencies by claiming inflated amount from the govt. organisations-reg.

Department of Expenditure, vide their Office Memorandum No. 19024/22/2017-E.IV dated 19.07.2017 has issued guidelines on 'Air Travel on Official Tours and purchase of air ticket from authorized agents' (which is available at the link [https://doe.gov.in/sites/default/files/Guidelines\\_Air\\_Travel\\_19.07.2017.pdf](https://doe.gov.in/sites/default/files/Guidelines_Air_Travel_19.07.2017.pdf)). These guidelines specify that tickets for air travel in respect of official tours are to be purchased either directly from the Airlines or through the three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. The aforementioned guidelines of D/o Expenditure are applicable to the ministries/departments of Govt. of India. The Central Public Sector Enterprises, Public Sector Banks, Insurance Companies, other Financial Institutions etc. are not covered under the guidelines.

3. Recently, a case relating to a Central Public Sector Enterprises (CPSE) has come to the notice of the Central Vigilance Commission. It has been noticed that a private travel agency was empanelled by the CPSE concerned for booking tickets for official tours by its employees and the agency's term was extended from time to time, without taking due care. Later on, during the verification of one of the invoices presented by the private travel agency, it was revealed that the amount indicted in the invoice was inflated. On a closure scrutiny of past bills and invoices, it was found that the private travel agency had been continuously submitting inflated, forged and fabricated claims, which went undetected.

Contd...2...

- urgent -

AR(M)-  
Pl. Pulup

PAY BILLS

Inward No 1803

Date 8/3/2021

Sign



4. In this regard, the following information may be provided to the Commission:-

- (i) It may be confirmed whether the air tickets purchased through M/s Balmer Lawrie and Co. Ltd., M/s Ashok Travels and Tours and Indian Railways Catering and Tourism Corporation Ltd. (three agencies, authorized by D/o Expenditure), for official tours are at subsidized rates or at par with the open market rates.
- (ii) In case, private travel agencies have been empanelled by the organizations, whether the option of purchase of air tickets directly from the Airlines has been kept as an option or not. The private travel Agency has been engaged after following due procedure and extensions, if any, given as per prescribed procedure.
- (iii) It may also be confirmed whether the bills/invoices submitted by the private travel agencies are comparable with the rates being offered by the Airlines, on purchase of tickets directly by them.

5. The above information may be provided to the Commission latest by 31.03.2021 by the concerned CVOs in their QPR.

6. Further, the organizations may also carry out scrutiny of bills/invoices submitted by the private travel agency, for which payment has been made or are under process, to confirm whether inflated/forged bills have been presented. If any instance of this nature comes to notice, the same may be dealt with strictly. An appropriate mechanism may be adopted to verify the genuineness of the claims being submitted by the private travel agencies so that inflated or fabricated claims are detected irregularities are avoided in future.

*Rajiv Verma*

(Rajiv Verma)  
Officer on Special Duty

Info may please be provided  
by 25th March to take  
further action.

Scrutiny of bills/invoices may please be initiated  
& mechanism to be put in place to verify  
genuineness of these claims. Same may be informed  
to undersigned.

To Vice Chancellor.

FO  
Mr. facilitate the same  
Jully  
5/3

*mm*  
05032021  
CVO (P/T)