

Medical College

No. 61/1/16-UTFII(12)-2013/
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT

Chandigarh, dated the

10676
3 MAY 2013

To

All Administrative Secretaries/
Heads of Departments/Offices
In Chandigarh Administration

Subject: Travel Policy for the travel of Government of Punjab Officer/.

Sir/Madam,

I am directed to forward herewith a copy of the Govt. of Punjab, Department of Finance (Finance Personnel 2 Branch), Chandigarh letter No. 21/30/2012-4FP2/126 dated 06.03.2013 on the subject cited above and to state that the Administrator, Union Territory, Chandigarh is pleased to adopt the said letter dated 06.03.2013 in favour of the employees working in Chandigarh Administration on the same terms and conditions as laid down therein.

Yours faithfully,

Superintendent Finance-II,
For Finance Secretary,
Chandigarh Administration

No. 61/1/16-UTFII(12)-2013/

Dated

A copy, along with its enclosures, is forwarded to the:-

1. Accountant General (A&E), U.T., Chandigarh.
 2. Accountant General (A&E), Punjab, Chandigarh.
 3. Treasury Officer, Central Treasury, U.T. Chandigarh.
- for information and necessary action.

Superintendent Finance-II,
For Finance Secretary,
Chandigarh Administration

Endst. No. 61/1/16-UTFII(12)-2013/

Dated

A copy, along with a copy of its enclosures, is forwarded to the:-

- i) State Informatics Officer, National Informatics Centre U.T. Secretariat Chandigarh;
 - ii) Director Public Relations, U.T., Chandigarh.
- for information and necessary action.

Superintendent Finance-II,

No. 21/30/2012-4FP2/ 126

Government of Punjab
Finance Department
(Finance personnel 2 Branch)

Dated, Chandigarh, the 6th March, 2013

To

- 1) All the Heads of Departments
- 2) The Commissioner of Divisions
- 3) The Registrar, Punjab and Haryana High Court Chandigarh
- 4) All Deputy Commissioners and Sub Divisional Officer (Civil) in Punjab.

Sub:- Travel Policy for the travel of Government of Punjab Officer/ Officials by Air India.(Duty as well as LTC).

Sir,

I am directed to invite your attention to the subject noted above and to state that Air India has introduced an exclusive travel policy (Copy enclosed) for the officers of Government of India and has now offered the same for the employees of Govt. of Punjab and Public Sector Undertakings. You are therefore asked to travel by Air India while under taking any journey by air.

2. In case the official wants to fly by private airline he may give a self certification that the schedule of Air India is not suitable as per his requirement and or the cost of travel by Air India is more expensive than the private airlines. This self certification may be brought to the notice of Head of the Department.

Yours faithfully,

M. Prasad
Under Secretary Finance

No. 21/30/2012-4FP2/ 127 Dated, Chandigarh, the 6th March, 2013

A copy is forwarded to the Accountant General (A&E) and (Audit), Punjab, Chandigarh for information and necessary action.

M. Prasad
Under Secretary Finance

No. 21/30/2012-4FP2/ 128 Dated, Chandigarh, the 6th March, 2013

A copy is forwarded to the Chief Secretary to Government of Punjab, Chandigarh for information and necessary action.

M. Prasad
Under Secretary Finance

A copy is forwarded to all the Financial Commissioner/ Principal Secretary/ Administrative Secretary/ Additional Principal Secretary/Deputy Principal Secretary/OSD-1 & II, Secretary/Private Secretary to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary Punjab for information and necessary action.

M. S. S. S.
Under Secretary Finance

Endst.No. 21/30/12-4FP2/130 Dated, Chandigarh, the 6th March, 2013

A copy each is forwarded to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
- (iii) All the District Treasury Officer/Treasury Officers/in the State for information and necessary action.
- (iv) The Director (E & G) Ministry of Finance Department of Expenditure, Pay Research Unit, New Delhi.

Rajiv Bala
Superintendent

Endst No. 21/30/12-4FP2/131 Dated, Chandigarh, the March, 2013

A copy each is forwarded to:

- (i) The Registrar, Punjab Agriculture University, Ludhiana.
- (ii) The Registrar, Punjab University, Patiala,
- (iii) The Registrar, Guru Nanak Dev University, Amritsar,
- (iv) The Registrar, Punjab University, Chandigarh,
- (v) The Registrar, Dr.B.R.Ambedkar, Technical University, Jalandhar,
- (vi) The Registrar, Guru AngadDev Veterinary and Animal Sciences University, Ludhiana.
- (vii) The Directorate of Public enterprises and Disinvestment.

Rajiv Bala
Superintendent

INTERNAL DISTRIBUTION:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.
- (iii) Copy for Master File

01 JUL 2012 - 31 MARCH 2013

SPECIAL OFFER FOR GOVT. OF INDIA MINISTRIES / AUTONOMOUS BODIES / PSU / JV / COMMISSIONS / COUNCILS / STATE GOVERNMENTS

(For Direct Ticketing at AI offices only)

CUT & PAY INCENTIVE (On Basic fare) Not applicable on Code Share flights	<p>Cut & pay incentive as follows on (basic fare only):-</p> <table> <tr> <td>IATA First & Executive Class (OW / RT)</td><td>- 12%</td></tr> <tr> <td>IATA Economy (OW / RT)</td><td>- 12%</td></tr> <tr> <td>IATA YE</td><td>- 7%</td></tr> <tr> <td>First & Executive class Market fares (OW / RT)</td><td>- 7%</td></tr> <tr> <td>Economy class Market fares (OW / RT)</td><td>- 5 %</td></tr> <tr> <td>RBDs B / M / H</td><td></td></tr> </table> <p>Incentive applicable on AI Net retention. Where interline is involved and 70% retention is on AI, the above discounts shall also be made applicable. Such tickets issued under the arrangement will be Non-Endorsable. Incentive applicable irrespective of facilities like CFS / UG / Layover</p>	IATA First & Executive Class (OW / RT)	- 12%	IATA Economy (OW / RT)	- 12%	IATA YE	- 7%	First & Executive class Market fares (OW / RT)	- 7%	Economy class Market fares (OW / RT)	- 5 %	RBDs B / M / H	
IATA First & Executive Class (OW / RT)	- 12%												
IATA Economy (OW / RT)	- 12%												
IATA YE	- 7%												
First & Executive class Market fares (OW / RT)	- 7%												
Economy class Market fares (OW / RT)	- 5 %												
RBDs B / M / H													
COMPANION FREE SCHEME (Not applicable on Codes Share Flights)	<p>On all routes on RT IATA full fares on AI sectors.</p> <p>Incentive applicable only on Revenue ticket on AI Sectors).</p> <p>Applicable YQ and taxes to be collected on Companion tkt.</p> <p>Atleast one leg either outbound or inbound to be together.</p> <p>EBG not applicable when CFS availed.</p> <p>UG NOT permitted for PAID passenger when availing of CFS.</p> <p>RBD for CFS to be O (FRCL) I (EXEC) and X (EYCL)</p>												
UPGRADE (Not applicable on Code Share)	<p>On all routes on RT IATA full fares on AI SECTORS.</p> <p>upgrade to next higher class on S/A Basis.</p> <p>not applicable when CFS availed.</p>												
LAYOVER	<p>Layover (with applicable meals as per arrival/departure timings) at AI online stations for connection purposes on Full Fare tickets. Only one time in India while transiting India to/from SAARC countries for connection purposes.</p> <p>Layover to be extended in addition to UG & CFS wherever applicable.</p> <p>Layover on twin sharing basis when extended along with CFS.</p> <p>When voluntary layover is requested, in order to offer hotel within the Incentive</p>												
EXCESS BAGGAGE	<p>Officials from Banks, Kendriya Vidyalaya, Ministry departments on posting, GOI / PSU officials on deputation to MEA on Transfer or Home Leave (direct ticketing with AI on Full Fare)</p> <p>Applicable only on AI operated</p> <p>80Kgs Baggage allowance per adult and 30Kgs Per child, subject to a maximum 350 Kgs. For Economy class</p>												

Jr. Not on Code share flights, except SU on transfer.	390 Kgs. For Business class 430 kgs. For First class Where piece concept is applicable , one additional piece per passenger, subject to a maximum of 4 extra pieces per family. Maximum weight per piece - 23kgs. When interline sector is involved, above facility extended as unaccompanied baggage must be endorsed on ticket. Applicable even where no transitive availed.
	GOI / PSU Officials not on Transfer or non-transferable 15 Kgs EBG on International sectors or 1PC wherever applicable even when currency is local Applicable EBG entitled on the domestic portion of an International journey. E.g. India to London via Bombay. This EBG will be over and above existing FBA entitlements.
COMPLIMENT	As approved in the Limo Entitlements for India Region for the respective year.
COMPANION FREE SCHEME	CFS permitted for GOI personnel travel on IATA Full Fare Executive and Economy class. Definition of Companion - Spouse , Child, Parent. NIL YQ and applicable taxes to be charged on Companion ticket Companion to be booked in I (EXEC) /X (EYCL) class. No UG permitted for paid passenger when availing of CFS At least one way journey to be together.
UPGRADE	Executive class on Subject to Availability basis. Not applicable when CFS availed.
EXCESS BAGGAGE	GOI officials on Domestic posting entitled to max EBG of 80 Kgs per family, subject to: a. Direct ticketing with AI b. Travel on Full fare on economy or executive class. entitled to 10 Kgs EBG on Domestic sector This EBG will be over and above existing FBA entitlement.
SPECIAL HANDLING	market fares at AI stations (Both international & domestic) International & Domestic (at AI owned lounges only)
PS.1	RBD would be entitled to the facilities enumerated above.