

Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, J&K

Notification
18th August, 2023

Subject: Booking of Air Tickets on Government Account.

In all cases of air travel, where the Government of Jammu and Kashmir bears the cost of air passage, the officers/officials of Information Technology Department shall, henceforth, utilize the services of undermentioned three authorized travel agents of Government of India:

1. Indian Railways Catering and Tourism Corporation Limited (IRCTC).
2. M/S Balmer Lawrie & Company Limited (BLCL).
3. M/S Ashoka Travels & Tours Att.

The travel agents are expected to provide to the Government employees the '**Best available fair**' on the date of booking on the basis of tour programme as per their entitlement.

The choice of travel agent for booking of ticket from above mentioned ATAs is left open to the department. Tickets may be arranged by the office or may be booked by the employee himself.

All mileage points earned by the department on tickets purchased for official travel shall continue to be utilized by the Information Technology Department for other official travel by the officers. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The department (officer/official authorized to make official bookings i.e. Naazir/Accounts Section) shall get the information about the accrued mileage points from the travel agent on quarterly basis.

In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisor/Chief Accounts Officer, Information Technology Department is authorized to grant relaxation mentioning the reasons for the same.


(Rachna Sharma) JKAS
Deputy Secretary to the Government

No. IT-Gen/275/2022

Dated: 18.08.2023

Copy to the:

1. Chief Executive Officer, Jammu and Kashmir e-Governance Agency, J&K.
2. Chief Accounts Officer, Information Technology Department.

3. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
4. Private Secretary to Commissioner/Secretary to the Government, Information Technology Department.
5. Naazir, Information Technology Department.
6. Incharge website, Information Technology Department.