

No. 01/162/2016-Vig-1018  
National Institute of Fashion Technology  
Vigilance Department (Head Office)  
New Delhi

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**OFFICE MEMORANDUM**

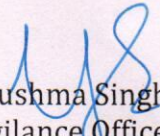
Dated: 21<sup>st</sup> April, 2017

Sub: Systemic Improvement Guidelines – purchasing of Air Tickets – reg.

It has come to the notice of the undersigned that some officers are still earning mileage points on account of travel for official tours/visits and using the same for purposes of private travel in the form of free companion tickets or other variations thereof. As per instructions on the subject, such tickets are required to be utilized by the NIFT for official travel by its officers. Therefore, we may advise that if any officer gets companion tickets on account of their travel for official tours/visit, the same should invariably be submitted to NIFT for its utilization by NIFT officers for official visit.

It is understood that free 'Companion Tickets' are provided by the Air lines against full fare tickets whereas the Ministry of Finance insist for purchasing of cheapest fare.

In view of this, it is advised to all officers that they may go for cheapest Air India fare only and do not avail free 'Companion Ticket' offers in case of domestic travel in any circumstances. It is further advised that the instructions of the Department of Personnel and Training notified vide their OM No. 11013/7/2008-Estt. (A) dated 18.11.2008, 03.06.2008 and 09.08.2010 (copies enclosed) may scrupulously be complied with.

  
(Sushma Singh)  
Chief Vigilance Officer

All campus Directors of NIFT

Copy to:

1. The Registrar, NIFT, Head Office, New Delhi
2. All Deputy Vigilance Officers of NIFT campuses – To bring this to the knowledge of all concerned
3. The Director (IT), NIFT Head Office – For placing this on the website of NIFT under Vigilance Corner.

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

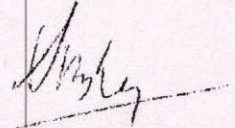
North Block,  
New Delhi,

Dated the 18<sup>th</sup> November, 2008

**OFFICE MEMORANDUM**

Subject : CCS (Conduct) Rules, 1964 – Permission to avail of mileage points earned by Government servants on tickets purchased for official travel.

The undersigned is directed to refer to the Department of Personnel and Training's O.M. of even number dated 06.10.2008 on the abovementioned subject and to say that the instructions regarding Travelling Allowance Rules were issued by the Department of Expenditure, Ministry of Finance, Government of India vide their O.M. No. 19030/3/2008-E.IV dated 23.09.2008. In terms of these instructions, all mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned Department for other official travel by their officers. These instructions are applicable in the case of mileage points earned after the date of issue of that O.M. i.e. 23.09.2008. It is accordingly clarified that the instructions issued by the DOPT vide the aforementioned O.M. of even number dated 06.10.2008 are applicable to cases of mileage points earned by Government servants on tickets purchased for official travel after 23.09.2008.



(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 Officers of the Ministry of Personnel, Public Grievances and Pensions.  
(200 spare copies).

No. 11013/7/2008-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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New Delhi, dated: the 3<sup>rd</sup> June, 2009

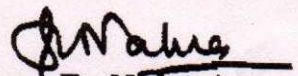
OFFICE MEMORANDUM

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.

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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

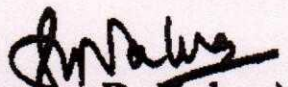
All Ministries/Departments of the Govt. of India  
(as per standard list)

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

New Delhi, Dated : the 3<sup>rd</sup> 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.

  
(Simini R. Nakra)  
Director

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 9<sup>th</sup> 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 :-

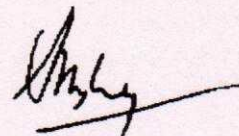
- (i) Buying the cheapest fare in **Economy/Business** Class travel, preferably by getting information through the internet.
- (ii) Using Corporate Coupons for **Economy/Business** Class travel through proper planning and coordination.

(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 1<sup>st</sup> 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).**