

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI

F. No. 40-30/2022-Estt.I

02-06-2023

OFFICE MEMORANDUM

Sub: Committee for operationalizing an air ticket booking travel desk at AIIMS New Delhi

It has been noted that faculty, officials & staff of AIIMS New Delhi are often spending a lot of their time & energy for booking air tickets for official visits & subsequently taking reimbursement for the same. Also, instances of fraud & fudging have been noted in few of the claims submitted against LTC travel, etc.

Govt. of India has vide OM No. No. 19024/03/2021-E.IV dt. 31st December 2021, mandated purchase of air tickets on Government account from the following Authorized Travel Agents:

- i. M/s Balmer Lawrie & Company Limited (BLCL),
- ii. M/s Ashok Travels & Tours (ATT)
- iii. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)


In line with good governance practices and to ensure that AIIMS employees are able to dedicate their time to their work and their air tickets and other travel requirements for official work / LTC etc. are seamlessly managed, the following committee is constituted:

1. Prof Raj Kumar Yadav, Dept. of Physiology, AIIMS New Delhi – Chairman
2. Dr R Gopinath, Deputy Secretary – Member
3. Mr Manoj Kumar Singh, Asst. Controller of Examination – Member Secretary

This committee shall float an Expression of Interest (EOI) within BLCL, ATT & IRCTC with an aim to engage one of them as the official travel agent for AIIMS, New Delhi by 30th June 2023.

The official travel agent for AIIMS, New Delhi shall be expected to:

- Operate a travel desk at AIIMS New Delhi on 24x7 basis to facilitate booking of all air tickets for which payment is to be made by AIIMS New Delhi.
- The travel desk will have a dedicated helpline number & email id operational on 24x7 basis.
- The travel desk once operational shall be the sole point for booking of all air tickets for which payment is to be made on AIIMS New Delhi's account. No reimbursement of air fare shall be offered to any employee of AIIMS New Delhi once the travel desk is operational.
- A mechanism of reimbursement to the travel desk service provider shall also be worked out by the said committee in mutual consultation with BLCL, ATT & IRCTC and in line with the arrangements of similar services provided by them in other Govt. offices.

 26/2023

Prof. M Srinivas
Director

Distribution:

1. As above

