

Indian National Science Academy
Bahadur Shah Zafar Marg, New Delhi 110 002

**GUIDELINES FOR SETTLEMENT OF CLAIMS FOR ATTENDING
INTERNATIONAL CONFERENCES UNDER ICSU/NON-ICSU**

1. Quantum of Grant: Bills will be settled according to INSA Guidelines. The total grant sanctioned/received from all other sources will be taken into account while calculating the expenditure. **(Without supporting vouchers claim bill will not be considered for payment).**

2. Documents Required:

a) Prescribed Accounts proforma available on INSA website (<http://insaindia.res.in/download.php>) along with Comprehensive deputation report.

b) Accounts submitted in the prescribed proforma enclosing the following vouchers:

- I. Counterfoils of the international air ticket (indicating the amount paid) with boarding pass. Counterfoil of the rail/ air ticket for domestic sector (indicating the amount paid.)
- II. E-ticket is acceptable provided the amount of the fare is clearly reflected on the ticket.
- III. Hotel vouchers; (proof of payment).
- IV. Copy of the receipt of registration fee paid.
- V. Receipts of visa fee and medical insurance payments.
- VI. Copies of letters of grants received from all other sources; (with break up).
- VII. Copy of voucher for purchase of foreign exchange;
- VIII. Conversion rates of those foreign currencies which are not popular and not notified in papers and translation of language (into English or Hindi) particularly in respect of hotel/bus bills.

3. Travel: Both domestic and international air travel should be performed as per present Govt. of India guidelines (Economy class through shortest route). Tickets shall be purchased only through the

- i) Balmer & Lawrie
- ii) IRCTC and
- iii) Ashok travels.

4. Perdiem: (a) Perdiem will be given for the actual number of days of the conference attended plus an extra day.

No perdiem is admissible for additional stay/halt at the place of conference or anywhere due to non-availability of flight or any other reason whatsoever.

The total per diem will be calculated @ USD 150 for all countries. Out of this, maximum USD 100 will be permissible for hotel accommodation which will be reimbursed on production of authenticated hotel vouchers. In case, the hotel charges is more/less than USD 100, the actual room rent paid or maximum USD 100 (whichever is less) will be considered into account for calculating the admissible expenditure. The rest USD 50 will be given as cash allowance for meal, local conveyance and other allied expenses.

If the delegate is unable to produce any supporting vouchers of hotel room and other bills, per diem will be paid in lumpsum @ USD 75 per day. If both accommodation and meals are provided by the Organisers, USD 30 per day will be paid as out of pocket allowance.

Important Point: Total per diem of USD150 (USD-100 or actual whichever is less for hotel accommodation and USD-50 for cash allowance) shall be applicable if the local hospitality is not provided by the host counties in all ICSU-related conferences.- *Added on 06-06-2023*

5. Registration: Registration fee (part or full) received from other agency will be taken into account while deciding the Academy's contribution towards registration fee.

6. Claim Bill should be submitted within 3 months from the date of completion of journey. In any case no request shall be considered after expiry of the financial year.

7. Applicant should not have availed any grant from INSA's international programmes in past three years.

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 16th June, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

In view of the decision of the Government for disinvestment of Air India, it has already been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.

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

2. The choice of the travel agent for booking of ticket for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.

3. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking :-

(a) On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.

5. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.

6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.

7. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.

8. (a) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized agencies only.
(b) Employees must register their official Government Email-Id with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.
9. Ministries/Departments should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.
10. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate /attached offices are authorized to grant relaxation.
11. All Ministries/Departments are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.
12. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.
13. Ministries/Departments must clear all previous outstanding dues to the travel agents by 31st August, 2022.
14. No Mileage Points will be generated against travel on Government account.
15. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including Attached/Subordinate Offices/Autonomous Bodies under their control.
16. This O.M. is issued in supersession of all existing instructions on the subject.
17. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....