

New Delhi, the 1<sup>st</sup> October, 2008.

**Office Memorandum**

Subject : **Expenditure Management – Economy Measures and Rationalization of Expenditure – Supplementary guidelines related to TA/DA.**

Reference is invited to the guidelines on austerity measures issued vide O.M of even number dated 5 June 2008 and Travelling Allowance Rules (Implementation of Sixth Central Pay Commission) issued vide OM F.No.19030/3/2008-E.VI dated 23 September 2008. Para 7 of the new Travelling Allowance Rules clearly states that no additional funds will be provided on account of revision of TA/DA entitlements. It is further stipulated that permission for official travel be given judiciously and restricted only to absolutely essential official requirements.

2. To meet the above objective, each Ministry/Department would have to ensure that they devise internal processes to leverage the discounts being provided by the Airlines.

This includes –

- 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.

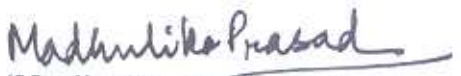
3. Officers also may be encouraged, although not mandated, to travel by a class lower than their entitlements. The final decision in this regard may be left to the officers.

4. In terms of OM No. 19030/3/2008-E.IV dated 23<sup>rd</sup> September, 2008, henceforth, 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 orders will be applicable in the case of mileage points earned after the date of issue of that O.M. i.e. 23<sup>rd</sup> September, 2008. It is the responsibility of the officer concerned to ensure that free mileage points are used only for official travel and not for personal trips. Any other incentives and similar packages such as free companion etc. should be so negotiated by Ministries/Departments so that the benefits come to the Government.

5. As far as possible, Ministry/Department will make full use of Information and Communication Technology (email, teleconferencing, video conferencing etc.) so that travel is kept to the barest minimum

6. As per O.M. dated 23<sup>rd</sup> September, 2008, the amounts of reimbursement for stay in hotels while on tour have been enhanced substantially. In view of the fact that additional funds for travel expenses will not be provided, it is advised officers may preferably stay in Circuit Houses, Govt. Guest Houses, Inspection Bungalows, Messes, etc. if they are available.

7. The 10% mandatory cut on non-plan expenditure and the instructions for proper management of the travel budget by laying down quarterly or half-yearly ceilings imposed vide O.M. of 5 June 2008 would continue to be applicable. Each Ministry/Department must closely monitor the expenditure on Air travel so that the new TA instructions while adding to efficiency, do not lead to unchecked growth in expenditure.

  
(Madhulika P. Sukul)  
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**All Secretaries to the Government of India**

Copy to the : (1) Cabinet Secretary  
(2) Secretary, Planning Commission  
(3) All Financial Advisers