

F.No.6-01/2016-Cash (TA)
Government of India
Archaeological Survey of India

24 Tilak Marg, New Delhi - 110001
New Delhi, dated 19.3.2018

CIRCULAR

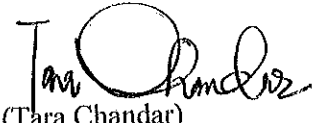
Subject: Booking of Air Tickets in respect of Officers of ASI Hqrs on official duties / tours.

All officials of ASI Hqrs are intimated that Air India provides the services of booking Air Tickets for Central Ministries / Departments / Attached Offices etc. for its flights. Accordingly, a decision has been taken by the competent authority to book Air Tickets in respect of ASI Hqrs Officers proceeding on their Official duties/tours to domestic and international destinations / places through Air India (AI) only. Booking shall be against requisition (Exchange Order) which is enclosed. The requisitions duly filled in, alongwith the approved tour programme shall be sent to the O/o. Director (Adm) which will authorize the Exchange Order under their signature & seal. The duly authorized Exchange Order by Director (Adm) may be sent by the concerned Officers to the following Nodal Officer of Air India through e-mails for booking Air India tickets:

Name & Designation of the Nodal Officer in Air India	e-mails of the Nodal Officer/Air India for sending Exchange Order for booking Air India tickets	Phone Number	Remarks
(i)	(ii)	(iii)	(v)
Ms. Anjana Sharma Manager (Ticketing)	1. anjana.sharma@airindia.in 2. goi.sales@airindia.in cc: 1. mona.sud@airindia.in 2. susan.mathew@airindia.in	011-24667485	The Exchange Order duly authorized by Director (Adm) may be sent by the concerned Officers to Air India by e-mails, as mentioned at Col. (ii) above. During Tour/Leave of Dir (Adm), Exchange Order will be authorized by the Deputy Director (Adm).

In case of the non-availability of seats in Air India flights as also due to operational reasons, Officers on official tours/duties may book their Air tickets for their domestic and international travels from Private Airlines subject to approval by AS&FA through M/s. Ashok Travels & Tours, as was being done earlier. However, the instructions issued by Department of Expenditure's OM No. 19024/1/2009-E.IV 7.6.2016 for travel through private airlines may be scrupulously followed by the Officers.

3. All Officers are requested to henceforth book their Air India flight tickets through Air India Exchange Order enclosed herewith.


(Tara Chandar)
Dy. Director (Adm)

Encl: Exchange Order (Requisition Form)

To

1. PS to DG (ASI)
 2. PA to ADG (Adm)
 3. PS/PA to all Joint DGs/all Directors
 4. Dy. Director (Adm)/Dy. Director (A/c)/SAs/Dy.SAs/SOs
 5. Website Section for uploading.
- Copy to SO (Cash) for information and necessary action.

Serial No.....

GOVERNMENT OF INDIA

Code No. 1410515

MINISTRY OF CULTURE

DEPARTMENT/OFFICE - Archaeological Survey of India (ASI)

ORIGINAL

EXCHANGE - ORDER

Must be Exchanged for Ticket
ORIGINAL for
 Air-India International/Indian Airlines

To Air-India at New Delhi

In Exchange for this order, please issue the undermentioned ticket (s) to the passenger (s) named below and forward your bill to DG, ASI, Janpath, New Delhi-110011

Mentioned hereunder in detail :-

No.	Name	Contact Address	Sector in Detail		Service No.	Date of Travel	Excess Baggage allowed Lbs/Kilos	Dietary preference (Veg. or Non-Veg.)	Information e.g. Offici./Tourist
			From	To					

FOR THE USE OF AIR-INDIA INTERNATIONAL/INDIAN AIRLINES CORPORATION

Issued in connection with Ticket No.
 By
 From To
 Date of Travel.....
 Account of Fare (s).....
 Excess Baggage Charges
 Others

Office of issue
 Signature with
 Rubber Stamp.....
 Designation
 Date of issue
 Tele. No.(s)