

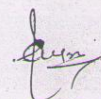
File No. 5-ITPO(5)/E-I/2017  
India Trade Promotion Organisation  
(Administration Division, E-I Section)

Pragati Maidan, New Delhi  
07.09.2017

Office Order No. Admin/ 703 /2017

It has been decided that Air tickets and hotel accommodation booking for official tours in India and abroad should be done well in advance in order to get the cheapest and discounted rates on travel and hotel accommodation. The tickets booked through M/s. Balmer & Lawrie / Ashoka Travels should not be more than the rates available online by the Airlines. Thus, M/s. Balmer & Lawrie / Ashoka Travels may be asked to book cheapest tickets available online ticket or officials can directly book the cheapest tickets online as per their entitlement and get the reimbursement.

2. Accordingly, all the officials must plan their travel well in advance, preferably at least one month in advance, so as to enable savings on the expenditure under this head.
3. This issues with the approval of CMD, ITPO.



(J.L. Gupta)

Dy. General Manager (Admin)

**Copy to:**

1. PS to CMD
2. PA to ED
3. All HODs
4. Travel Unit/Foreign Fairs Accounts/FS-I
5. Notice Board