# File No. M-59011/1/2020-CDN-CGA-Part(1)/CF-803/ | 883

Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts

Mahalekha Niyantrak Bhawan GPO Complex, E-Block, INA, New Delhi

Dated: 05th July, 2022

### Office Memorandum

Subject: Launching of GOI portal to facilitate Air Travel of Government Employees - reg.

The undersigned is directed to refer to the attached OM of Department of Expenditure F-23014/1/2021-Ad.I dated 20.06.2022 and M/o Petroleum and Natural Gas Letter No. M-13025(11)/57/2022-LPG-PNG dated 10.06.2022 on the subject cited above and bring the same to the notice of all the concerned officials.

This issues with the approval of Competent Authority.

Encl: As above

Sr. Accounts Officer

To:-

All officers of O/o CGA

Copy to:

Sr.AO (ITD) for uploading on CGA's website.

158

Receipt No: 69312/2022/CDN-CGA

684331/2022/Secretary(Expenditure) 147557/2022

No. F-23014/1/2021-Ad.I
Government of India
Ministry of Finance
Department of Expenditure
\*\*\*\*\*\*

North Block, New Delhi, Dated the 20.06.2022.

#### OFFICE MEMORANDUM

Subject:- Launching of GOI portal to facilitate Air Travel of Government Employees - reg.

The undersigned is directed to forward herewith a copy of Ministry of Petroleum and Natural Gas letter No.M-13025(11)/57/2022-LPG-PNG dated June 10, 2022 on the subject mentioned above for wide publicity of the portal amongst the employees of this Department including attached/subordinate offices.

Signed by Ranjit Kumar

Jha

Date: 20-06-2022 15:06:35

Tel. No. 2309 5695

(Ranjit Kumar Jha) Under Secretary to the Govt. of India

То

Encl: As above.

 All Officers/officials in the Department of Expenditure Through e-Office portal.

 Adviser (Cost), O/o CA (Cost) Lok Nayak Bhawan, New Delhi.

3. Director (EG) - in respect of C&AG.

Joint CGA (CDN), O/o CGA, INA, New Delhi.

5. Chief Administrative Officer, AJNIFM, Faridabad

s. Aol Co

2316

429 ACGA(NPS) 22-06-22



## File # M-13025(11)/57/2022-LPG-PNG Government of India Ministry of Petroleum and Natural Gas



Shastri Bhawan, New Delhi Dated: June 10, 2022

Sub: Launching of GOI portal to facilitate Air travel of Government Employees.

Dear Sir/Madam,

M/s Balmer Lawrie and Co. Ltd. is a Public Sector Company under this Ministry and is one of the three entities authorized by Department of Expenditure for booking air tickets in respect of Central Government Employees. To improve user convenience and the quality of experience, the company has launched a dedicated portal for booking air tickets, exclusively for Central Government employees. The URL and QR code to access the portal is as under:

https://govemp.balmerlawrietravelapp.com/

Sey (13) 24/m/6



2. The new portal has a number of exclusive features. A brief note explaining the features is attached for quick reference.

3. As the portal is meant to be used as a self-service portal, I write to request that wide publicity of the portal may be made amongst the employees of your Ministry/Department and subordinate offices.

Yours faithfully,

[Pankaj Jain] Secretary to the Government of India

Encl: as above

1

The Secretary

Department of Financial Services

Sansad Marg, New Delhi.

secy-fs@nic.in

MUNAY- 28/6/2022

Asol & bhil

#### **GOVERNMENT OF INDIA**

#### Employee booking portal - Direct Payment Basis only

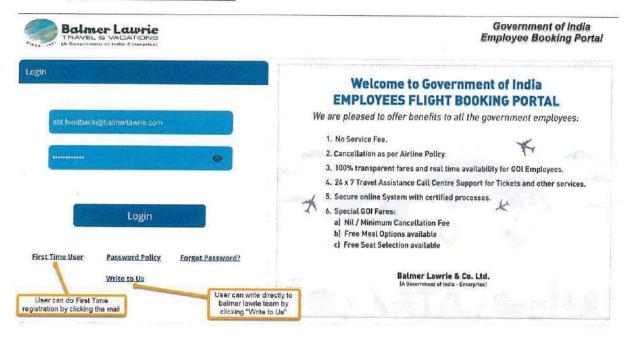
1. How to reach to website, dedicated for Government of India employee portal?

URL - https://govemp.balmerlawrietravelapp.com/

Scan QR code to reach to website



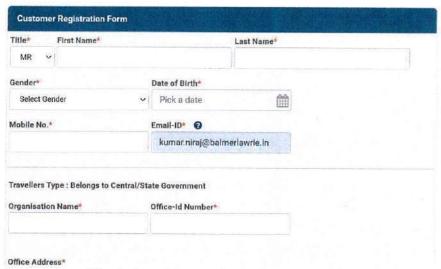
2. Login and Registration page



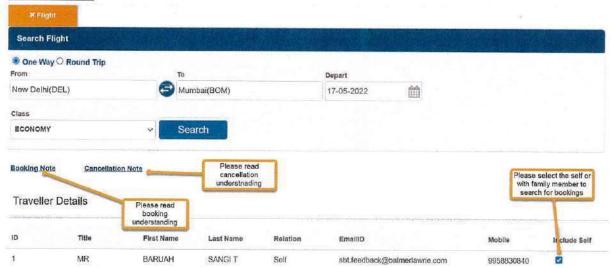
3. Once you click on customer Registration form - will appear, where employee has to complete the registration

Please note – Registration can be done only with government official mail address, system will not accept any private mail address like gmail.com, yahoo.com, rediffmail.com or any





- 4. <u>Activation mail</u>-Once you will submit registration form then system will generate a mail and sent to your official government mail address- user need to click the link to activate the user id.
- 5. <u>ID activated -</u> Once User id is activated then user can login into the system and get the tickets booked.
- 6. <u>Dependent (family members)</u> User can add update their family members details directly by themselves by Edit Profile->Dependent tab->now enter the details.
- 7. <u>Travellers Profile update</u> User can directly update the details of Name, DOB, Address through Edit profile or any further update you can write to <u>govemp@balmerlawrie.com</u>
- 8. Gov Portal Fare- Gov Portal shows corporate fare for all airlines except Airlindia. Air India Retail fare is available.
- 9. <u>Web-Check-in</u> Web-Checking booking needs to cancel calling the call centre 0124-4603500 / 0124-6282500 as this booking is not authorised by airlines to cancel online.
- 10. Search Screen





#### 11. Listing Screen with Airlines Results

DEL-80M: 18-05-2022 Airline \$		Departure <b></b>	Duration <b></b>	Arrival <b>≑</b>	Retail <b>‡</b>	Corporate
al a	G8 - 346 GoFirst	New Delhi 19:50	0-Stop 02:10	Mumbal 22:00		○ ₹7524 ② ② ⑤ ★ Details 9 \subseteq Lenu
ď	G8 - 328 GoFirst	New Deihi 20:55	0-Stop 02:30	Mumbal 23:25	1	○ ₹7524 ②
W W	G8 - 354 GoFirst	New Delhi 22:45	0-Stop <b>02:15</b> +1	Mumbai 01:00		○ ₹7524 ① ② ⑤ ☆ Details 9 \( \) Lent
7	6E - 2009 Indigo	New Delhi 02:00	0-Stop 02:10	Mumbai 04:10		○ ₹7536 ② ③ ⑤ ※ Details 9 \subseteq Left
X	6E - 5023 Indigo	New Delhi 06:30	0-Stop 02:05	Mumbal 08:35	ĺ	○ ₹7536

#### 12. Write to us

