

File No. M-59011/1/2020-CDN-CGA-Part(1)/CF-803/ 1883

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


(Kulbir Singh)
Sr. Accounts Officer

To:-

All officers of O/o CGA

Copy to :

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

Receipt No : 69312/2022/CDN-CGA

694334/2022/Secretary(Expenditure)

47557/2022

No. F-23014/1/2021-Ad.1
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

Encl: As above.

(Ranjit Kumar Jha)

Under Secretary to the Govt. of India

Tel. No. 2309 5695

To

1. All Officers/officials in the Department of Expenditure Through e-Office portal.
2. Adviser (Cost), O/o CA (Cost) Lok Nayak Bhawan, New Delhi.
3. Director (EG) - in respect of C&AG.
4. Joint CGA (CDN), O/o CGA, INA, New Delhi.
5. Chief Administrative Officer, AJNIFM, Faridabad

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/>



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.

Encl: as above

Yours faithfully,

[Pankaj Jain]

Secretary to the Government of India

The Secretary
Department of Financial Services
Sansad Marg, New Delhi.
secy-fs@nic.in

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

**Balmer Lawrie**
TRAVEL & VACATIONS
(A Government of India Enterprise)

Government of India
Employee Booking Portal

Login

Login

[First Time User](#) [Password Policy](#) [Forgot Password?](#)

[Write to Us](#)

User can do First Time registration by clicking the mail

User can write directly to balmer lawrie team by clicking "Write to Us"

**Welcome to Government of India
EMPLOYEES FLIGHT BOOKING PORTAL**
We are pleased to offer benefits to all the government employees:

1. No Service Fee.
2. Cancellation as per Airline Policy.
3. 100% transparent fares and real time availability for GOI Employees.
4. 24 x 7 Travel Assistance Call Centre Support for Tickets and other services.
5. Secure online System with certified processes.
6. Special GOI Fares:
 - a) Nil / Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

Balmer Lawrie & Co. Ltd.
(A Government of India - Enterprise)

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

other private domain.



Government of India
Employee Booking Portal

Customer Registration Form

Title* First Name* Last Name*

MR

Gender* Date of Birth*

Select Gender Pick a date

Mobile No.* Email-ID* ?

kumar.niraj@balmerlawrie.in

Travellers Type : Belongs to Central/State Government

Organisation Name* Office-Id Number*

Office Address*

4. **Activation mail** -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. **ID activated** - Once User id is activated then user can login into the system and get the tickets booked.
6. **Dependent (family members)** - User can add update their family members details directly by themselves by Edit Profile->Dependent tab->now enter the details.
7. **Travellers Profile update** – User can directly update the details of Name, DOB, Address through Edit profile or any further update you can write to govemp@balmerlawrie.com
8. **Gov Portal Fare**- Gov Portal shows corporate fare for all airlines except Airlindia. Air India Retail fare is available.
9. **Web-Check-in** – 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**

Search Flight

One Way ☒ Round Trip ☐

From: New Delhi(DEL) To: Mumbai(BOM) Depart: 17-05-2022

Class: ECONOMY

Booking Note **Cancellation Note** **Please read cancellation understanding** **Please select the self or with family member to search for bookings**

Traveller Details **Please read booking understanding**

ID	Title	First Name	Last Name	Relation	EmailID	Mobile	Include Self
1	MR	BARUAH	SANGI T	Self	sbt.feedback@balmerlawrie.com	9958830840	<input checked="" type="checkbox"/>



11. Listing Screen with Airlines Results

DEL-BOM: 18-05-2022					
Airline	Departure	Duration	Arrival	Retail	Corporate
GB - 346 GoFirst	New Delhi 19:50	0-Stop 02:10	Mumbai 22:00		<input type="radio"/> ₹7524 <input checked="" type="radio"/> Details
GB - 328 GoFirst	New Delhi 20:55	0-Stop 02:30	Mumbai 23:25		<input type="radio"/> ₹7524 <input checked="" type="radio"/> Details
GB - 354 GoFirst	New Delhi 22:45	0-Stop 02:15 +1	Mumbai 01:00		<input type="radio"/> ₹7524 <input checked="" type="radio"/> Details
6E - 2009 Indigo	New Delhi 02:00	0-Stop 02:10	Mumbai 04:10		<input type="radio"/> ₹7536 <input checked="" type="radio"/> Details
6E - 5023 Indigo	New Delhi 06:30	0-Stop 02:05	Mumbai 08:35		<input type="radio"/> ₹7536 <input checked="" type="radio"/> Details

12. Write to us

Balmer Lawrie
TRAVEL & VACATIONS
(A Government of India Enterprise)

Government of India
Employee Booking Portal

Login

sbi.feedback@balmertawrie.com

Login

[First Time User](#)
[Password Policy](#)
[Forgot Password?](#)

[Write to Us](#)

User can write to BL team for any challenges on the system

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EMPLOYEES FLIGHT BOOKING PORTAL

We are pleased to offer benefits to all the government employees:

1. No Service Fee.
2. Cancellation as per Airline Policy.
3. 100% transparent fares and real time availability for GOI Employees.
4. 24 x 7 Travel Assistance Call Centre Support for Tickets and other services.
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 - a) Nil / Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

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