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Western offshore, MH Asset,
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Bandra (East), Mumbai-400 051

No. MUM/MH/F&A/PCS/STB/2016-17

Date 02.09.2016

From: Harish Mishra, DGM (F&A)-MH Asset, Mumbai

CIRCULAR

Attention is invited to the Circular No. DLH/HOSP/STB/2016 dated 04.03.2016 issued from GM (HR)-Head Coordination, ONGC Jeevan Bharati Tower-II, New Delhi regarding introduction of Self Booking Tools (STB) for booking of Air Ticket for official travel of employees w.e.f. 15.09.2014. STB has been introduced emphasizing booking of most economical fare available as per the travel plan.

It has been brought to the notice of this office that some Offshore going employees who are operating their on-off duty from other than Mumbai, are regularly booking their Air Ticket though other than STB, resulting in getting higher rate of Air Fare instead of check fare. It is further noted that as per said circular, justification with reasons for not booking Air Ticket though STB and opting higher fare are to be got approved from **tour approving authority**. However, it is also observed that tour approving authorities are providing specific approval for booking Air Ticket with higher fare without **proper justification** submitted by individual.

Employees posted at offshore having On-off duty pattern know their Duty date/Relieving date well in advance. Therefore, all Offshore posted employees are advised to *book their air ticket through Self Booking Tools (STB) only*. In case of unusual situation, if the Air tickets are booked through other than STB, proper justification for not booking Air Ticket through STB should be submitted to their tour approving authority. Tour approving authorities are also advised to discourage the practice of booking Air ticket by the employees under their control through other than STB. TA claims of Air Ticket booked through other than STB and its approval without proper justification may not be entertained by concerned PCS.

In view of above, to avoid any delay in clearing the TA claims of employees, above procedure should be strictly followed.

This issues with the approval of ED-COF, Mumbai.


(Harish Mishra)
DGM (F&A)
I/C PCS, MH Asset

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