

NO.NIHFV/Accounts/RE/BE/2013  
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
(ACCOUNTS SECTION)

Dated 10<sup>th</sup> October,2013

**OFFICE MEMORANDUM**

**Subject: Economy in the expenditure on travel**

Attention is invited to the Institute's OM of even number dated 27.09.2013, whereby the latest economy instructions of the Ministry of Finance were circulated for information and compliance.

2. All the officers of the Institute are again requested to comply with the instructions of the Ministry of Finance. Those instructions, inter alia, require the Govt. organizations to minimize the expenditure on travel. To ensure that the expenditure on travel is minimized, all are requested to comply with the following instructions of the Ministry of Finance:

- i). All officers are required to travel in **economy class only** for domestic travel.
- ii). All officers are required to purchase/procure only the **lowest fare air tickets**, even when the journey is performed by economy class.
- iii). Air Tickets are required to be purchased directly from Air India or authorized agents like Balmer and Lawrie. In no case tickets should be purchased through private agents.

This issues with the approval Director, NIHFV.



( Vinod Kumar Sharma )  
Dy.Director(Admn.)

**Copy to:**

1. All Heads of Departments/Sectional Heads
2. SPA to Director
3. PA to DD(A)
4. Notice Board
5. I/c Computer Centre for uploading this on the Institute's website.