

**F.No.19024/1/2009-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**E.IV Branch**

....

New Delhi, the 15<sup>th</sup> December 2009

**OFFICE MEMORANDUM**

**Subject: Air Travel on official account – both domestic and international**

The undersigned is directed to invite a reference to this Ministry's OM No. 19024/1/2005-EIV dt. 24.3.2006, on the subject noted above, which inter-alia provided for the following :

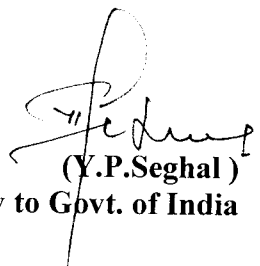
“Schemes offered by airlines which are co-branded with the credit cards can also be availed, However, this would need one time prior approval of the concerned financial Adviser/Competent Authority for obtaining and utilizing such credit card.”

2. Further vide this Ministry OM No. 19024/1/EIV-2005 dt. 1.08.2006 it was clarified that

“The cost of maintaining the credit card may be reimbursed to the officer with the approval of FA if the office is using the credit card for providing larger savings to the Government.”

3. Instances have come to the notice of this Ministry where officers have retained the “Cash back” on tickets purchased by using credit cards. This violates Conduct Rules. Therefore, it is reiterated that **no such** benefit accruing on account of purchase of Air Tickets by using Credit-Cards, may be allowed to be retained by the officers and the “Cash back” received should be deposited with the Government by the official. .

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

  
**(Y.P.Seghal)**  
**Deputy Secretary to Govt. of India**

To

1. All Ministries/Departments of Govt. of India
2. All Financial Advisers.