

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 Niyantak 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

694331/2022/Secretary(Expenditure)

147552/2022

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



FIS 2684387/22
 15/6/22
 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
 for Ad. I for
 16.6.22
 J.S. (Ad. I)

ES
 SS (Pen)

AMY
 6/10/22
 DIXIT
 J.S. (Ad. I)
 16/6/22

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

SR. MUKESH

The Secretary
Department of Expenditure
secyexp@nic.in
North Block, New Delhi.

Rep
 16/06/22
 SO (Ad. I)
 16/6/2022

GOVERNMENT OF INDIAEmployee 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

OR REGISTER YOUR INFORMATION

OR REGISTER YOUR INFORMATION

login

Forgot Your User Password Policy Forgot Password?

Wish to Us

User can do First Time registration by clicking the mail

User can visit directly to balmer lawrie portal by clicking "Wish 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. 24x7 Travel Assistance Call Centre Support for Tickets and other services.
5. Secure online System with certified processes.
6. Special GOI Fares:
 - a) 20% Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

Balmer Lawrie & Co. Ltd.
The 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*

Arunar.nya@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

Search

Backspace

Discontinue Rate

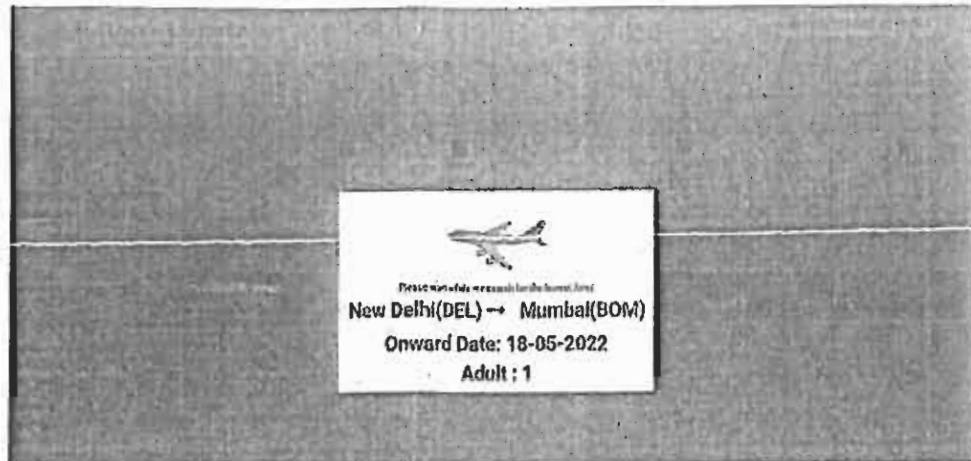
Please read cancellation understanding

Traveller Details

Please read booking understanding

Please select the self or with family member in search for bookings

ID	Title	First Name	Last Name	Relation	EmailID	Mobile	Include Self
1	MR	DAWANI	SARVAT	Self	da1.balmerlawrie@balmerlawrie.com	9159130510	<input checked="" type="checkbox"/>



11. Listing Screen with Airlines Results

DC-OPM: 18-05-2022	Airline	Departure	Destination	Arrival	Remarks	Departure
08-246	Gofirst	New Delhi	0 Stop	Mumbai		07:54
08-328	Gofirst	New Delhi	0 Stop	Mumbai		07:54
08-734	Gofirst	New Delhi	0 Stop	Mumbai		07:54
AC-2009	Indigo	New Delhi	0 Stop	Mumbai		07:54
AC-5023	Indigo	New Delhi	0 Stop	Mumbai		07:54

12. Write to us

**Government of India
Employee Booking Portal**

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 - c) Free Seat Selection available

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