To

All A.C&RD/ Director I/c/J.D I/c/
D(M)D/D(M) Noida/Medical Supdts./SSMC/SMC
Regional office/Sub-Regional Office/Div. Office
Hospitals/Model Hospitals/Dispensaries

ESI Corporation.

Subject:- Disposal of Outstanding payments M/s Lumax Tours & Travels
towards booking of Air/Rail Tickets etc.-Reg.

Sir/Madam,

It is to bring to the kind notice that M/s Lumax Tours and Travels Ltd., B-86, Mayapuri Industrial Area, Phase-I has complained this office that some payments are pending with regard to booking of Air/Rail Tickets in respect of officials of ESIC.

This agency was empanelled by Hqrs. office for booking of Air/Rail Tickets in respect of officials who perform Air/Rail journey while on official tour. Although the agreement period with the agency has expired on 31/05/2011 but it may be treated as extended till 30.06.2011. Communication regarding further extension or empanelment of new Agency will be communicated in due course. The bills of the above mentioned agency may be cleared at the earliest in accordance with the guidelines of Cash Branch Circular No.F-28/14/4/07(TA/DA)-Cash dated 12/01/2011 (please see copy overleaf), if pending.

Hindi version will follow.

Yours faithfully,

(VIJAY BOKOLIA)
ASSTT. DIRECTOR (GENL.)

Copy to:-
2. Rajbhasha Shakha, Hqrs. Office for Hindi translation.
3. Information System Division, Hqrs. Office with the request to upload the aforesaid letter on the website of ESIC.

ASSTT. DIRECTOR (GENL.)
C I R C U L A R

It has come to the notice that M/s Lumax Tours and Travels Ltd has been charging air fares over & above the airline tickets. ESI Corporation is only liable to pay for the actual air fare after deducting the offered commission. The competent authority has decided that payment may be made only on authentic airline tickets and not on self-generated tickets by the agency. It has also opined that the bills must be supported by the airlines tickets showing actual charges for the sector of travel. At present agency is producing the self generated tickets which are not acceptable.

In view of the above decision, It is informed that bills of the agency may only be entertained if they are supported with airlines generated tickets and may not be considered for payment without the same.

(Handwritten Signature)

(MANJEET SINGH)
DY. DIRECTOR(CASH)

To,
1. PPS to the Director General/PS To FC/MC/IC/AC(P&A).
2. AC(Systems), ESIC Hqrs. With the request to upload this circular on website.
3. All Regional Directors, Regional office/JD Incharge, SRO/Divisional Office/D(M)D/D(M) Noida/ All MS ESI Hospitals etc.