

केन्द्रीयविद्यालयसंगठन/ KENDRIYA VIDYALAYA SANGATHAN  
(Min. of Education, Govt. of India)  
18-संस्थागतक्षेत्र / 18-Institutional Area  
शहीदजीतसिंहमार्ग / ShaheedJeet Singh Marg  
नईदिल्ली- 110016 / New Delhi - 110016  
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[www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

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F. No.110355/01/2023-24/KVS(HQ)/Sports/52 NSM Air Travel/ <sup>2263-2265</sup> Date-12.10.2023

उपायुक्त,  
केन्द्रीय विद्यालय संगठन,  
समस्त संभाग

केवल ई-मेल

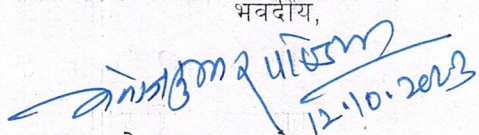
**विषय:- Clarification for allow students to travel by Air for attending/participating in various activities conducted by KVS at National Level in different parts of the country के संबंध में-**

महोदया/महोदय,

उपरोक्त विषयांतर्गत यह अवगत हो कि उपायुक्त, केन्द्रीय विद्यालय संगठन, दिल्ली, कोलकाता, वाराणसी संभाग से प्राप्त निवेदन के अनुसार 52<sup>वीं</sup> के.वि.स. राष्ट्रीय खेलकूद प्रतियोगिता, 2023 में संभागीय दलों / खिलाड़ियों की प्रतिभागिता सुनिश्चित करने हेतु ट्रेन टिकट (SL/3AC/2AC) उपलब्ध नहीं है जिसके कारण विद्यार्थियों / शिक्षकों की प्रतिभागिता हेतु प्रारम्भिक / वापसी यात्रा ( To & Fro Journey) के लिए रेल टिकट बुकिंग करने में समस्या आ रही है है। इस संबंध में विभिन्नसंभागों के द्वारा संभागीय दल / खिलाड़ियों /अनुरक्षकों के लिए AIR Tickets से बुकिंग करने एवं मार्गदर्शन हेतु अनुरोध किया जा रहा है।

अतः इस संबंध में आपसे अनुरोध है कि केन्द्रीय विद्यालय संगठन (मु.) नई दिल्ली द्वारा प्रेषित पत्र F. No. 110355/01/2017-18/KVS(HQ)/SP/840-859 /दिनांक-08.06.2018 का अवलोकन कर उचित कार्यवाही करने का कष्ट करें।

नोट- कृपया हवाई यात्रा टिकट (Air Ticket Journey ) की बुकिंग हेतु श्री तेजपाल सिंह , मोबाइल- 09818930090 एवं 09041404038 तथा ईमेल [singh.tp@balmerlawrie.com](mailto:singh.tp@balmerlawrie.com) पर संपर्क कर सकते हैं

भवदीय,  
  
(मनोज कुमार पाण्डेय)

सहायक आयुक्त(ईडीपी/खेल)

संलग्न :- यथोपरि।

प्रतिलिपि :

1. निजी सचिव, आयुक्त, केन्द्रीय विद्यालय संगठन(मु०), नई दिल्ली को सूचनार्थ।
2. निजी सहायक, संयुक्त आयुक्त (शैक्षिक), केन्द्रीय विद्यालय संगठन(मु०), नई दिल्ली को सूचनार्थ।





केन्द्रीय विद्यालय संगठन

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F.No.110335/01/2017-18/KVS(HQ)/SP/84e-859

दिनांक: 08.06.2018

उपायुक्त  
केन्द्रीय विद्यालय संगठन  
समस्त क्षेत्रीय कार्यालय

Email Only/Urgent

विषय:- Permission to allow students to travel by air for attending/participating in various activities at National level conducted by KVS at National level in different parts of the country-reg.

महोदया/ महोदय,

It has been decided to allow the students of Kendriya Vidyalayas to travel by air for attending/participating in different activities organized by KVS at National level in different parts of the country, subject to the following terms and conditions:-

1. The distance between the KV (starting point) and the Venue (reaching point) of the event should be more than 500 Kms.
2. In case of exigency, natural hazards, cancellation of trains, bad weather conditions and non availability of confirmed tickets in III AC/II AC.
3. Authority to allow Air Travel:-

The Deputy Commissioner of the concerned Region will assess and allow the Air Travel in cases where cost of air travel (by any airlines operating in the sector) of the contingent is less or equal to the total cost of travel of the contingent by Railway 3 AC/separate Rail Coach fare plus DA thereon of estimated journey period. In case, the lowest fares along with similar facilities/offers are at par with National Carrier, then preference should be given to Air India.

4. Air Travel for escorts/accompanying staff:-

- I. The escorts/officials accompanying the participating students will also be entitled for air journey at par with participating students.
- II. The expenditure on the said journey, shall also be borne by the respective Regional Sports Control Board funds/NSCB funds/appropriate fund account and not from school fund/account.

S.K. Verma

11/6

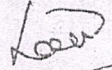


5. Authorized agent for booking tickets:-

- I. The M/s Balmer Lawrie & Co., (a Govt. of India Enterprise) Ltd has been authorized by the KVS for booking air tickets for students and escorts.
- II. The Deputy Commissioners of the concerned Region will approach the Regional officers of The M/s Balmer Lawrie & Co., (a Govt. of India Enterprise) Ltd as per the list enclosed in **Annexure-1** for booking the tickets.
- III. The terms and conditions for booking the tickets through The M/s Balmer Lawrie & Co., (a Govt. of India Enterprise) Ltd are also enclosed as **Annexure-2**.

You are requested to disseminate this information to all the Principals of your Region. It should be ensured that journey should be planned for the Regional contingent after due assessment for participating in different activities organized by KVS at National level in different parts of the country.

भवदीय,



(य.एन.खवाडे)

अपर आयुक्त (शैक्षिक/ प्रशासन)

प्रतिलिपि:-

1. PS to the Commissioner, KVS (HQ).
2. PA to the Joint Commissioner (Fin.), KVS (HQ).
3. The Assistant Commissioner (Fin), KVS (HQ).
4. Sports Cell, KVS (HQ).



**Terms & Conditions for booking air tickets by the travel agent i.e M/s Balmer Lawrie & Co. Ltd:-**

1. M/s Balmer Lawrie & Co. Ltd shall issue all domestic/ International tickets only against written requisition from KVS in respect of students for whom MOU has been conventionalized. All the requisitioned tickets shall be delivered to applicant by e-mailed.
2. The Regional Office should contact M/s Balmer Lawrie & Co. Ltd for finalizing travel schedule and then only send request duly approved by the Deputy Commissioner.
3. Request for cancellation of tickets/change of flight etc., shall also be routed through the Deputy Commissioner the concerned Region.
4. Following are the terms & Condition for the Travel Services:-

SERVICE FEE:

- Domestic Airlines - INR 50/- Per Person /Per Tickets
  - International Airlines - INR 100/- Per Person/ Per Tickets
  - VISA - INR 500/- Per Person/ Per Visa  
(Actual Embassy Fee + VFS charges + DD Charges if any, at actual)
  - Taxes - As Per Circular Received, KVS is exempted from Service Tax, as per Govt. of India Rule.
- All the tickets will be booked in all the Airlines including Low Cost Airlines.
  - On received of request the travel agent i.e M/s Balmer Lawrie & Co. Ltd we will ask rates from all the Airlines and on received of fare we will send to the Deputy Commissioner of concerned Region for approval.
  - The travel agent will require names at least 20 days before departure as per Airlines Policy.
  - Name change, meals & nill cancellation will be as per Airlines Policy, However before issuing the tickets names change is permitted, once the tickets issued the names cannot be changed.
  - All the tickets will be incorporated with Meal + 15 Kg Baggage (Additional 5 Kg will be added as per requirement) as per Airlines Policy.
  - The travel agent will try to give the best deal as per Airlines policy and will intimate at the time of sending for approval.
  - The service fee as mention above will be charged on Per Ticket/Per Person.
  - All Group bookings will be on Advance payment basis only, no credit will be given for Group/ Student Bookings.



- For the streamline of the booking process, M/s Balmer Lawrie & Co. Ltd will share the details of our office and will intimate all our Branch Manager to coordinate with all the DC of KVS. Payment will also be released from the respective DC to the office of M/s Balmer Lawrie & Co. Ltd.
5. M/s Balmer Lawrie & Co. Ltd shall submit bills once a week after adjusting available credits, if any. Bills submitted by M/s Balmer Lawrie & Co. Ltd and observed having no query/corrections etc. shall be paid within 15 days from the date of receipt. (Only in case of official's bookings for KVS officials only, not in case of Group Bookings)
6. All cancelled tickets not utilized, due to any reason or because of change of schedule, should be intimated to M/s Balmer Lawrie & Co. Ltd well before the travel date (minimum 04 hours before the actual departure time) in order to do the needful, failing which KVS Regional offices shall be liable to pay the full amount of air ticket.
8. Besides, the concession and facilities as decided by Govt. of India from time to time shall also be extended to KVS by M/s Balmer Lawrie & Co. Ltd.
9. For request to issue air tickets in private airline, approval will be required from KVS, shall be provided with booking request. Only after that air tickets shall be issued.