



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters
पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110002
Phone: 011-23215487 Email: cash-hq@esic.nic.in
Website: www.esic.nic.in/www.esic.in

F.No. F-18014/43/2023-CASH-Part(1)

Date: **16-07-2024**

CIRCULAR

Sub:-Cancellation/Rescheduling of Air/Rail Tickets of HQRS' Officer/Officials on Tour/Training under unavoidable circumstances-reg.

With reference to above-mentioned subject, it is has been noticed that Officer/Officials of ESIC, Head Quarter's Office on few occasions have called for cancellation or rescheduling of their air/rail tickets, booked by Hqrs' Office for Official Tour/Training/Other Official purpose, at their own will/consent. This has led to excess payment of considerable amount of cancellation charges to authorized booking agencies. This has been also observed by CAG Audit. All Official/Officers may plan their tour judiciously so as to avoid any sort of cancellation charges and cancellation/rescheduling of tickets may be done only in unavoidable circumstances.

Accordingly, the Competent Authority has directed all concerned Official/Officers of Hqrs' Office to request for cancellation or rescheduling of their air/rail tickets only in the event of unavoidable circumstances and the same requires to be submitted to Cash Branch, Hqrs. office with the approval/endorsement of the Tour Program approving authority. No request will be entertained otherwise for cancellation/rescheduling of tickets.

This is issued with the approval of the Competent Authority.

Yadav
30/07/2024
(Divya Yadav)
Deputy Director

To

1. To PPS of DG/FC/CVO.
2. To All Official/Officers/Branch of HQRS' Office.
3. Notice Board, Hqrs'.