



No.F:2-1/2022-EC/Vol.I/1796 - 1856
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016
(ESTABLISHMENT COORDINATION SECTION)

Dated: 11.11.2022

CIRCULAR

Subject: Booking of air tickets for official tour on credit basis through Balmer Lawrie & Co. Limited – regarding.

Kind attention is invited that the Council has recently executed a Memorandum of Understanding (MoU) between NCERT and M/s Balmer Lawrie & Co. Limited, 1st Floor, NBCC Centre, Okhla Phase-1, New Delhi-110020 for booking of air tickets only in respect of the Officers/Officials who intends to travel by air on official tour on credit basis with immediate effect.

Henceforth, all officials/officers on official tour will book their ticket through Balmer Lawrie & Co. Ltd. by submitting their request in the prescribed format attached herewith directly to the under-mentioned Authorised Officers, NCERT subject to providing approved tour programme duly approved by the Director/Joint Director/Secretary, NCERT till functioning of the on-line Booking Portal of M/s BLCL, Delhi which is still under process:-

S.No.	Name of the authorised Nodal Officer	E-mail/Mobile No./ Extension No./Room No. of the Nodal Officer
1.	Sh. Gopal Dass, APC/ PS to Director, NCERT (Exclusively for the booking of Director, NCERT)	gopal2099@gmail.com M-9811753437 LL-26592102, Ext-102
2.	Sh. Vijay Kumar, APC/ PS to Joint Director (Exclusively for the booking of Joint Director, NCERT)	vijay.kumar@ncert.nic.in M-9891168863 LL-26510105, Ext. 104
3.	Smt. Gayatri, PA to Secretary (Exclusively for the booking of Secretary, NCERT)	gavatripokhriyal@gmail.com M-9873671816 LL – 26592106/26519153, Ext-106
4.	Sh. Sushil Kumar, Under Secretary, EC	ecsection7@gmail.com M-9899056550 LL-26592194, Ext-194
5.	Sh. Davinder Kumar, Under Secretary, E-1 & R-I	dk12143@gmail.com M-901345608 LL-26592114, Ext-114
6.	Sh. Ravi Dutt Sharma Section Officer, EC Section	ecsection7@gmail.com M- 8130014108 LL- 26592186, Ext - 186

However, in case of emergency, the Officer/Official may book their tickets through any of the three authorized agents M/s Balmer Lawrie & Co. Limited, M/s Ashok Tours & Travels or IRCTC as per OM dated 31.12.2021 issued by Ministry of Finance.

The request for booking of air tickets will accept from the designated "Nodal Officers only" by M/s BLCL, Delhi through on-line whose detail is mentioned here-under:-

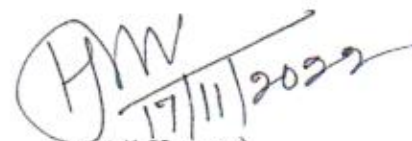
For Domestic Bookings	E-mail id - BLDOMDEL@BALMERLAWRIE.COM Contact number - 011-46412201/02/03/04/05/06/07
For International Bookings	E-mail id - BLINTDEL@BALMERLAWRIE.COM Contact Number - 011-46412208/09/10/11/12
Ticketing service Before/After Office Hours & on Holidays (Balmer Lawrie Call Centre):	E-mail id - TRAVELHELPDESK@BALMERLAWRIE.COM Phone - 0124-4603500/0124-6282500
For Billing & Payment related issues -	Name : Mr. Pradeep Chauhan Email : CHAUHAN.P@BALMERLAWRIE.COM Mobile Number : +91-9560033072
For Special Support/Assistance	Name: Hemant Kumar Sharma Email: sharma.hk@balmerlawrie.com Mobile Number : 9940068471

Further, it may be noted that formal training to all Authorised Officer, NCERT including all APCs/PAs, who are presently attached with the HoDs, will be scheduled immediately after functioning of on-line booking portal by the firm in order to make booking through on-line for official tours only on credit basis as soon as possible which would be communicated to all concern separately.

In order to make timely reimbursement of all bills related to on-line booking of NIE Officer/Official will remain with Chief Accounts Officer (CAO), NCERT in accordance with terms & conditions of MoU as agreed by both the parties. The sole responsibility will remain with Authorised Officer, NCERT for forwarding of booking request directly to M/s BLCL through aforesaid e-mail referred above.

Hindi version will be followed.

This issues with the approval of the Competent Authority.


(Sushil Kumar)
Under Secretary

Copy to:

1. All concerned officials, NCERT
2. M/s Balmer Lawrie & Co. Limited, 1st Floor, NBCC Centre , Okhla Phase-1, New Delhi-110020 with reference to their email dated 4th November, 2002 for information and necessary action.
3. Joint Director, CIET
4. Dean (A)/(R)/(C) , NCERT.

5. Heads of the Departments/Units/Cells of NIE.
6. C.A.O, NCERT for timely payment of bills in this matter accordance with terms & conditions as stated in the MoU. Copy of the MoU is also enclosed.
7. All Deputy/Under Secretaries including CIET/VSO, NCERT.
8. Administrative Officer, Publication Department, NCERT.
9. All Branch officers/ Sections in the Council Hqrs.
10. P.S.s to Director, Joint Director and Secretary, NCERT.
11. Head, DICT for uploading it on the website of the Council.



Establishment Coordination <ecsection7@gmail.com>

BALMER LAWRIE CONTACT DETAILS- NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, NEW DELHI. - Credit Client Credit Code "NG0012911169 // 7000003041"

Hemant Kumar Sharma <sharma.hk@balmerlawrie.com>
To: ecsection7@gmail.com

Fri, Nov 4, 2022 at 9:05 PM

Cc: Subhash Chander <cao.ncert@nic.in>, Dinesh Prasad Saklani <director.ncert@nic.in>, Sridhar Srivastava <jd.ncert@nic.in>, Pratyusa Kumar Mandal <secy.ncert@nic.in>, rky2020rk@gmail.com, CIET NCERT <DCETA.NCERT@nic.in>, Vijay Kumar <vijay.kumar@ncert.nic.in>

Dear Sir/Madam,

Greetings from Balmer Lawrie & Co. Ltd. (Travel & Vacations). New Delhi!!!

We are pleased to inform you that we have opened **Credit Client Credit Code "NG0012911169 // 7000003041"** for the **NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, NEW DELHI**. We request you to kindly send all the booking requests in the attached format or mention the same every time giving bookings to us.

Please note that we will accept bookings from designated Nodal Person only.

Balmer Lawrie contact details are as follows: -

For Domestic Bookings: -

Email id - BLDOMDEL@BALMERLAWRIE.COM
Contact Number - 011 - 46412201/02/03/04/05/06/07

For International Bookings: -

Email id - BLINTDEL@BALMERLAWRIE.COM
Contact Number - 011 - 46412208/09/10/11/12

Ticketing service Before/After Office Hours & on Holidays (Balmer Lawrie Call Centre)

Email id - TRAVELHELPDESK@BALMERLAWRIE.COM
Phone: 0124-4603500 | Phone: 0124-6282500

BALMER LAWRIE CONTACT PERSON DETAILS -

FOR BILLING & PAYMENT RELATED ISSUES -

NAME MR PRADEEP CHAUHAN
EMAIL: CHAUHAN.P@BALMERLAWRIE.COM
MOBILE NUMBER: +91-9560033072

Please note that the online Booking portal is under process.


For any further assistance/clarification, feel free to contact us at any time.

With Best Regards,

Hemant Kumar Sharma
Deputy Manager (Sales & Business Development)
Balmer Lawrie & Co. Limited New Delhi
+91-9940068471

अस्वीकरण: इस ई-मेल में दी गई जानकारी गोपनीय है और कानूनी रूप से विशेषाधिकार प्राप्त हो सकती है। यह केवल इसे प्राप्त करने वाले व्यक्ति E0♦♦ लिए ही है। किसी और के द्वारा इस ईमेल तक पहुंच अनधिकृत है। यदि आपको यह संचार गलती से प्राप्त हुआ है, तो कृपया "गलती से प्राप्त" शीर्षक के E 0♦♦† संबोधित कर इसे प्रेषक को वापस भेजे, फिर ई-मेल हटाएं और प्रतियां नष्ट करें। यदि आप अभीष्ट प्राप्तकर्ता नहीं हैं, तो कोई भी प्रकटीक♦=B 0ण, प्रतिलिपि बनाना, वितरण या उस पर निर्भरता में की जाने वाली कोई कार्रवाई या उसका लोप निषिद्ध है और गैरकानूनी हो सकती है। इस ई-मेल में नि♦♦ति कोई भी राय या सलाह शासी बामर लॉरी एंड कंपनी लिमिटेड में व्यक्त नियमों और शर्तों के अधीन है। बामर लॉरी एंड कंपनी लिमिटेड इस बात की गारंटी नहीं दे सकता कि ई-मेल संचार सुरक्षित या त्रुटि-मुक्त है, क्योंकि जानकारी को अवरुद्ध किया जा सकता है, दूषित किया जा सकता है, संशोधित♦A 4n किया जा सकता है, खोया जा सकता है, नष्ट किया जा सकता है, देर से या अधूरा आ सकता है, या इसमें वायरस हो सकते हैं।

Disclaimer:The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorized. If you have received this communication in error, please address with the subject heading "Received in error." send back to the sender, then delete the e-mail and destroy copies. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing Balmer Lawrie & Co. Ltd. client engagement letter. Balmer Lawrie & Co. Ltd. cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

 BL BOOKING REQUEST FORM-NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING,
NEW DELHI.doc
120K

DATE:

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**BOOKING REQUISITION FORM -- NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, NEW DELHI
(CREDIT CLIENT CODE - "NG0012911169 // 7000003041")**

Name of the Passenger & Gender	
Designation & Department	
Passenger Mobile No.	
Email Id of the Passenger	
<u>Date of Onward Journey</u>	
<u>Sector (From - To)</u>	
<u>Preferred Flight Number & Time</u>	
<u>Class of Travel</u> (Economy / Business)	
<u>Date of Return Journey</u>	
<u>Sector (From - To)</u>	
<u>Preferred Flight Number & Time</u>	
<u>Class of Travel</u> (Economy / Business)	
<u>Purpose of Tour</u> (official / Personal*)	
(If Personal* - Payment details)	
Meals Preference (V/NV) (If without charges)	
Frequent Flyer No. (if any)	
Special Remarks/Request (if any)	
Booking given by Name Mobile No. and Email id	