

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

694334/2022/Secretary(Expenditure)

17557/2022

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 Advt. I for
 16.6.22
 JSC Advt. II
 16/6
 US (Advt II)
 16/6
 Dir/AY
 16/6
 SS (Pen)

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/>



- The new portal has a number of exclusive features. A brief note explaining the features is attached for quick reference.
- 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,

[Signature]
[Pankaj Jain]

Secretary to the Government of India

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

Rep
 16/06/22
 SO (Advt)
 16/6/2022

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*

Account ID: 601merlawrie

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 goyemp@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

Traveller Details

Discontinuation Note

Please read cancellation understanding

Please read booking understanding

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

ID	Title	First Name	Last Name	Relation	Email ID	Mobile	Photo Self
1	MR	DAVANI	SANJIV	Self	ga1.merlawrie@balmerlawrie.com	9159130510	

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

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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.

Yours faithfully,


[Pankaj Jain]

Secretary to the Government of India

Encl: as above

The Secretary
Department of Financial Services
Sansad Marg, New Delhi.
secy-fs@nic.in


28/6/2022


ASO (Abhi)

GOVERNMENT OF INDIA

Employee booking portal – Direct Payment Basis only

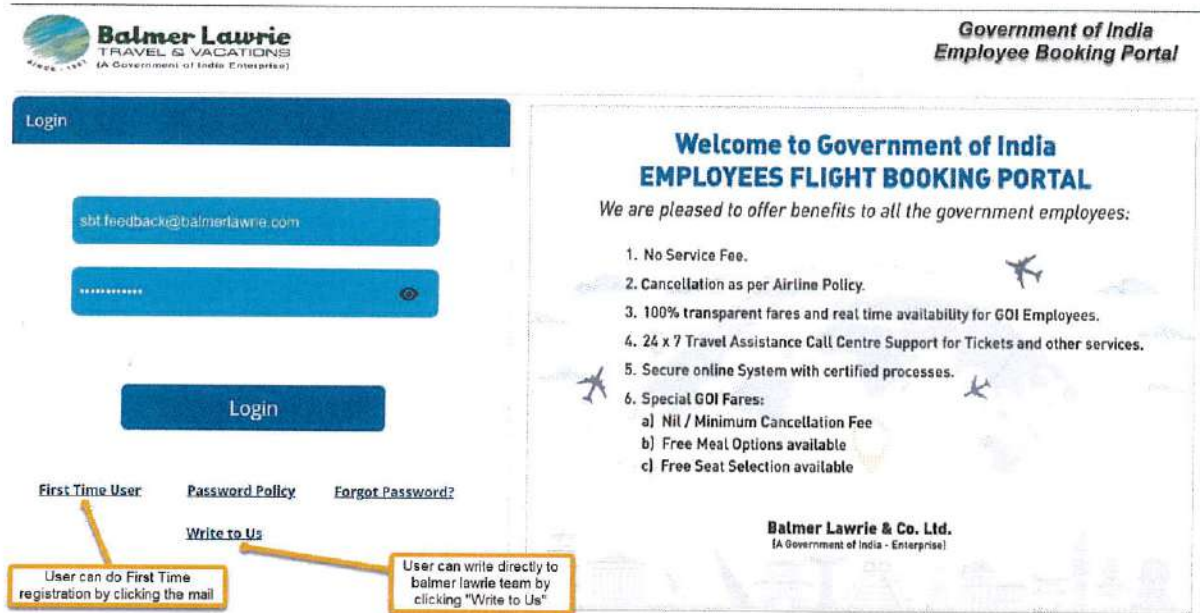
1. How to reach to website, dedicated for Government of India employee portal?

URL - <https://govemp.balmerlawrietravelapp.com/>

Scan QR code to reach to website



2. Login and Registration page



The screenshot shows the login and registration page of the Government of India Employee Booking Portal. The page features the Balmer Lawrie Travel & Vacations logo (A Government of India Enterprise) and the Government of India Employee Booking Portal header. The login section includes a "Login" button, a text input field for the email address (sbt.feedback@balmerlawrie.com), and a password input field with an eye icon. Below the login fields are links for "First Time User", "Password Policy", and "Forgot Password?". A "Write to Us" link is also present. A callout box explains that users can do first-time registration by clicking the "Write to Us" link. The registration page content includes a welcome message, a list of benefits, and the Balmer Lawrie & Co. Ltd. logo (A Government of India - Enterprise).

**Government of India
Employee Booking Portal**

**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. 24 x 7 Travel Assistance Call Centre Support for Tickets and other services.
5. Secure online System with certified processes.
6. Special GOI Fares:
 - a) Nil / Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

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

First Time User **Password Policy** **Forgot Password?**

Write to Us

User can do First Time registration by clicking the mail

User can write directly to balmer lawrie team by clicking "Write to Us"

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*	
	kumar.niraj@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.
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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**

✖ Flight

Search Flight

One Way Round Trip
 From: New Delhi(DEL) To: Mumbai(BOM) Depart: 17-05-2022
 Class: ECONOMY Search

ID	Title	First Name	Last Name	Relation	EmailID	Mobile	Include Self
1	MR	BARUAH	SANGI T	Self	sbt.feedback@balmerlawrie.com	9958830840	<input checked="" type="checkbox"/>

Booking Note

Cancellation Note

Please read cancellation understanding

Please read booking understanding

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



11. Listing Screen with Airlines Results

DEL-BOM: 18-05-2022					
Airline	Departure	Duration	Arrival	Retail	Corporate
GB - 346 GoFirst	New Delhi 19:50	0-Stop 02:10	Mumbai 22:00		₹7524 Details
GB - 328 GoFirst	New Delhi 20:55	0-Stop 02:30	Mumbai 23:25		₹7524 Details
GB - 354 GoFirst	New Delhi 22:45	0-Stop 02:15 +1	Mumbai 01:00		₹7524 Details
6E - 2009 Indigo	New Delhi 02:00	0-Stop 02:10	Mumbai 04:10		₹7536 Details
6E - 5023 Indigo	New Delhi 06:30	0-Stop 02:05	Mumbai 08:35		₹7536 Details

12. Write to us

The screenshot shows the 'Write to us' page on the Balmer Lawrie Government of India Employee Booking Portal. The page includes a login form with a 'Login' button, a 'Write to Us' link, and a list of benefits for government employees. A callout box highlights the 'Write to Us' link, stating: 'User can write to BL team for any challenges on the system'.

Government of India Employee Booking Portal

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. 24 x 7 Travel Assistance Call Centre Support for Tickets and other services.
5. Secure online System with certified processes.
6. Special GOI Fares:
 - a) Nil / Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

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

Write to Us → User can write to BL team for any challenges on the system