



All communications should be addressed to
the Secretary by designation and not by name

No. F. 1-1/2012 (DC)

21 DEC 2015
Dec., 2015

The Principal
53 Delhi College & 4 BHU Colleges
As per list attached

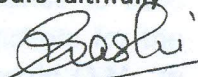
Sub: Procedure for booking of air tickets on LTC-Clarification-reg.

Sir

I am directed to enclose herewith a copy of the Office Memorandum No. 31011/2/2014-Estt (A.IV) dt. 23.09.2015 received from Ministry of Personal Public Grievances & Pensions Deptt. Of Personal & Training on the above subject for further necessary action at their end.

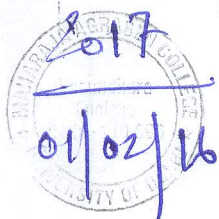
Encl: - As above

yours faithfully


(Shashi Bala Tanwar)
Section Officer

Mr. Sanjay

To upload on College website for
general information to staff members.



Az.
01/02/16.

S.NO. 77(P) P 452

No. 31011/5/2014-Estt (A.IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment A-IV Desk

North Block, New Delhi-110 001

Dated: September 23, 2015

OFFICE MEMORANDUM

Subject:- **Procedure for booking of air-tickets on LTC- Clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19th June, 2014 which lays down that the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s). Vide DoPT's O.M. 31011/5/2014-Estt.(A-IV) dated 24.09.2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC subject to the conditions stated vide Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014.

2. It has been observed that various Ministries/Departments continue to send references to DoPT seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorised by the aforesaid O.M.. In most of the cases, the common reason stated by the LTC beneficiaries is that they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries/ Departments are advised to ensure a wide circulation of the guidelines as stated in para 1 of this O.M.. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant.

(M.P. Rama Rao)

Under Secretary to the Government of India

To

The Secretaries

All Ministries / Departments of Government of India.

(As per the standard list)