

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)

From pre-page:

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this O.M. on Department's web site
(OMs/Orders<< Establishment<< LTC Rules)
10. Hindi Section for Hindi version.

F.No. 31011/ 4/ 2014-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

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North Block, New Delhi-110 001
Dated: 19th June, 2014


OFFICE MEMORANDUM

Subject: - Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC.

The undersigned is directed to refer to the instructions issued from time to time on the above noted subject and say that the Government employees are required to book their 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).

2. In a number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result various Ministries/ Departments continue to make references to DoPT seeking relaxation of the conditions for one reason or the other. The most common reasons given by the employees are unawareness of the rules and non-availability of Authorized Travel Agents viz. M/s Ashok Travels, M/s Balmer Lawrie & Company at places where the tickets have been booked from. Even in such cases, the option of booking directly from the airlines through their website is available. In no case is the booking of tickets through any other agency is permissible.

3. All the Ministries/ Departments of Government of India are advised to ensure that their employees are made aware of the above mentioned guidelines to avoid breach of any of the LTC rules.


(B. Bandyopadhyay)
Under Secretary to the Govt. of India

To,
All Ministries/ Departments of Government of India

NO. 3101 11612002-Estt.(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block,
New Delhi,
Dated the 2nd December. 2009.

OFFICE MEMORANDUM

Subject : LTC to Central Government Employees -Travel by tour packages
operated by IRCTC.

The undersigned is directed to refer to DOP&T O.M. of even number dated 14.3.08, allowing tours by road conducted by the Indian Railway Catering and Tourism Corporation (IRCTC), a Government of India's undertaking under the Min. of Railways for the purpose of reimbursement of LTC by Government servants on the lines of ITDC ISTDC and to say that as the IRCTC is also offering tour packages involving air travel in the sectors like Delhi -Leh, Delhi -Srinagar, Jaipur -Goa, Chennai/Calcutta -Port Blair etc., the question of allowing LTC packages of IRCTC, including the component of air travel has been examined in consultation with the Min. of Finance.

2. It has now been decided to allow the re-imburement of air fare along with rail and road fare in the case of LTC journey 'of Government servants in tours offered by IRCTC for reimbursement under LTC provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of Govt. of India issued from time to time in this regard such as journey by Air India under LTC 80 scheme in economy class without package benefits etc.

Sd/-
(P. Prabhakaren)
Deputy Secretary to the Govt. of India

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission.
9. Central Bureau of Investigation.
10. All Union Territory Administrations.

11. Lok Sabha Secretariat/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Min. of Personnel, Public Grievances and Pension.
13. All Officers and Administrative Sections in the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Min. of Personnel, Public Grievances and Pensions, North Block, New Delhi -25 spare copies.
16. 100 spare copies.

NO. 3101 11 51 2014-Estt.(A-IV)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi-110 001

Dated: 24'h September, 2014

OFFICE MEMORANDUM

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

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 310111412014-Estt.(A.IV) dated 19th june,2014, as per which 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. 310111612002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/S Balmer Lawrie & Company Ltd., M/S Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 1902411/2012-E-IV dated 5'h September, 2014 which are as under:

No fee service charges (by whatever nomenclature), which are not included in

(i) the 'tariff' charged by Air-Indian airlines, are required to be paid to the aforementioned authorised travel agents.

(ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministerial Departments are advised to bring these guidelines to the notice of all their employees.

Sd/-

(B. Bandopadhyay)

Under Secretary to the Govt. of India

Ph. (01 1) 23040341

All Ministerial Departments of the Government of India.

Contd...

From pre-page:

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi
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6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
10. NIC. DoPBT with the request to upload this O.M. on Department's web site (OMs/Orders -P Establishment +LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 889, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & Co. Company Ltd., Core 8, Scope Complex, Ground Floor, 7, Lodhi Road. New Delhi.
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-11000

No. 19024/1/2012-E-IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 5th September, 2014.

OFFICE MEMORANDUM

Subject:- **'Facilitation Fee' levied by authorised travel agents on air tickets booked on Government account – Withdrawal regarding.**

Attention is invited to this Department's O.M. of even number dated 10th October, 2013 wherein the authorised travel agents namely M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), were allowed to levy 'Facilitation Fee' @ ₹100/- per ticket for domestic sector and ₹300/- per ticket for international sector for air travel, wherein Government of India bears the cost of air passage.

2. The issue has been re-examined in consultation with the Ministry of Civil Aviation and Department of Legal Affairs, in the light of provisions of the Aircrafts Rules, 1937, as amended from time to time, and **it has been decided to withdraw this Department's O.M. of even number dated 10th October, 2013 with immediate effect.** Consequently, no fee/service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air India/Airlines, are required to be paid to the authorised travel agents.

3. Payment to the authorised travel agents for the Bills raised by them for air tickets procured/purchased till date, in respect of air travel already undertaken or due to be undertaken, would be regulated as per O.M. of even number dated 10.10.2013. It is reiterated that, as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters/offices/website) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

4. All Ministries/Departments are advised to bring these instructions to the notice of all concerned for compliance.


(Subhash Chand)
Director

To,
All Ministries/Departments of Government of India and other Government offices
(as per Standard Mailing List)

✓ Copy to:- NIC for uploading the O.M. on the website of the Department of Expenditure.