GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: COORDINATION BRANCH
LUCKNOW ROAD, DELHI-54
(PH: 011-23811388)

CIRCULAR

Dated: 21/7/14

Sub:- Purchase of Domestic/International Air Tickets/Package Tour and Foreign exchange through DTTDC.

Please find enclosed herewith copy of letter No: TRVL/5490/DTTDC/96-97 dated 04/07/14, alongwith its enclosure, received from Delhi Tourism & Transportation Development Corporation Limited, on the subject noted above, for information.

Encls: As above

(A.K Gambhir)
Asst. Director of Education (Coord.)

Copy for information and necessary action to:-

1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi
2. PS to Director (Education), Directorate of Education, GNCT of Delhi
3. PS to Spl. Director (Finance), Directorate of Education, Delhi
4. PS to Addl. Director of Education (Admin.), Directorate of Education, Delhi
5. PS to Addl. Director of Education (School), Directorate of Education, Delhi
6. DCA, Directorate of Education, Delhi
7. All RDsE/DDsE of Districts, Directorate of Education, Delhi (through website).
8. All Branches of Head Quarter through website of the department.
9. All HOS of Govt. Schools through website of department.
10. OS (IT) with the request to upload the Circular on the website.

(A.K Gambhir)
Asst. Director of Education (Coord.)
DO. No: TRVL/5490/DTTDC/96-97
Dated: 01-JUL-2014

PRINCIPAL SECRETARY (EDN.)
Directorate Of Education
Old Secretariat, Delhi – 110 054

Sub: Purchase of Domestic/International Air Tickets/Package Tour and Foreign exchange through DTTDC.

Sir,

Delhi Tourism & Transportation Development Corporation Ltd. (DTTDC) (A Government of Delhi undertaking) has a Travel Division to offer integrated travel services to the Govt. of NCT of Delhi, its autonomous bodies and to the General public as well as various Ministries and Departments of Government of India.

The Travel Division has the Membership of IATA, TAAI & TAFI for issuing International/Domestic Air Tickets, full fledged money changer license from Reserve Bank of India for providing Foreign Exchange services. Further the division has tied up with Air India for LTC package tour to facilitate the tourists. Beside, Division also coordinates for Visas, Travel Insurance, and International hotel Bookings etc.

We would request you to kindly get in touch with DTTDC’s Travel Division for availing the above facilities Since Govt. of NCT of Delhi (General Administration Department) vide their Letter no. F.16/1/2010-AC/dsfa/95-102 dated 13/01/2010 and F.16/1/2010-AC/DS III/718-723 dated 13/06/2011 (copy enclosed for ready reference) has made DTTDC its official travel agent and informed all department and autonomous bodies of Govt. of NCT of Delhi that they must utilize the service of DTTDC for purchasing domestic and International Air Tickets and for foreign exchange while on travel by air or on tours or on LTC.
It is requested to kindly disseminate the information to all the divisions and all the offices to use the services of Travel Division of DTTDC for the above.

It is further to inform you that DTTDC is has recently launched an option for ONLINE Booking for Air Tickets, LTC Tour Package, Local Tour's, Hotel Booking etc at the cheaper rates. The Website address is www.delhitourism.gov.in.

For detailed information and further queries you may contact Mr. Rajesh Juneja, Manager (Mobile-9891939734), Travel Division, A-3/4, 3rd floor, Emporium Building, Baba Kharak Singh Marg, Connaught place, New Delhi-110001

Thanking You

Ravi Dadhich
(General Manager)
OFFICE MEMORANDUM

Subject: Regarding travel by Air India and purchase of air-tickets through approved agents while on domestic travel by Air on tour / LTC.

1. Attention of all the Departments of Government of NCT of Delhi is invited towards the instructions issued by the Government of India, Ministry of Finance, vide their Office Memorandum No. F.19024/1/E.IV/2005, dated March 24, 2006 and FD's O.M. of even number, dated January 13, 2010, wherein it has been stated that while on domestic travel by air on tours, the officers are permitted to have/get booking at Airlines booking counter/website of Airlines or through approved travel agents. Wherever an officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashok Travels and Tours. Government of NCT of Delhi has also approved DITTD as an authorized agency for booking air-tickets while on official tour.

2. Further, attention of all departments of Govt. of NCT of Delhi is invited to the Govt. of India, Ministry of Finance, Department of Expenditure's O.M. dated 16-9-2010, wherein guidelines were issued for purchase of air tickets and travel by Air India while availing LTC and on official tours.

3. A number of references are being received in Finance Department to relax the provisions with regard to purchase of domestic travel air tickets from other than authorized agencies, as mentioned in para 1 and for LTC travel for airlines other than Air India.

4. In view of number of such cases being referred to Finance Department, it is reiterated that all the Officers / Officials should follow the above said guidelines while availing LTC and performing journeys on official tours. Henceforth, Finance Department will not consider any proposal for relaxation on travel by Airlines other than Air India and with regard to booking of air tickets from agencies other than approved agencies.

(AMIT YADAV)
SECRETARY (Finance)
Telephone No: 22392132

Copy forwarded to the following for information and necessary action:

1. All Pr. Secretaries/Secretaries/Special/Addl./Joint Secretaries/HODs/Deputy Secretaries/Under Secretaries of Government of NCT of Delhi
2. Heads of all Autonomous /Grant-in-Aid Institutions /Local Bodies of Govt. of NCT of Delhi.
5. Website of Finance Department / Gurd file.

(AMIT YADAV)
SECRETARY (Finance)