CIRCULAR

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

Please find enclosed herewith a copy of Endorsement No. F.No.4(73)/Fin (Estt.-III)/2010-11/dsv/707 dated 12.10.2015 received from Finance Department, GNCT of Delhi enclosing therewith following Office Memorandum from Govt. of India for information and further necessary action.

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<th>S. No.</th>
<th>Name of the Ministry/Department</th>
<th>Notification No. &amp; Date</th>
<th>Subject</th>
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</thead>
</table>

Encls: As above:

(Santan Kumar)
Superintendent (Coord.)

Copy for information and necessary action to:

1. PS to Secretary (Education), GNCT of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Finance/Coordination), Directorate of Education, Delhi.
4. PA to Addl. Director of Education (Admin), Directorate of Education.
5. PA to Addl. Director of Education (School), Directorate of Education.
6. All RDSDE/DDSE of Districts, Directorate of Education, Delhi (through website).
7. DCA, Directorate of Education, Delhi.
8. All Branches of HQ, Directorate of Education, Delhi (through website).
9. HOS/DDO, All Govt. Schools, Directorate of Education (through website).
10. OS (IT) with the request to upload the Circular on the website of Department.

(Santan Kumar)
Superintendent (Coord.)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
4TH LEVEL, 'A WING' DELHI SECRETARIAT.
I.P. ESTATE, NEW DELHI 110002

CD No:- 012143600

ENDORSEMENT

The copies of the under mentioned papers are uploaded in the Website of Finance Department and forwarded for information and necessary action to the following Departments:-

1. All Heads of Department, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D(North, East & South), Town Hall, Chandni Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi.
6. Chief Executive Officer, Delhi Cantonment Board, Delhi.
7. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
8. Guard File.
9. Website of Finance Department.

List of paper forwarded

<table>
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<th>S No</th>
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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. No. 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)
Copy to:

2. Union Public Service Commission, 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)