

GOVERNMENT OF NANTIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (POLICY) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI - 110002  
CD NO. 012674965

No. F.20/25/2021/Finance (Policy)/2780-88

Dated : 07/09/2022

**Endorsement**

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following **with a stipulation that DTTDC is also an authorised travel agency in addition to three authorised travel agents mentioned at para-1(i) of OM dated 29.08.2022 for booking of air tickets on Government Account in respect of (LTC), for employees of Govt. of NCT of Delhi and Autonomous bodies under GNCTD control:-**

1. All Heads of Department, Govt. of NCT of Delhi.
2. All pay & Accounts Officers through Principal Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt. of NCT of Delhi.
4. The Commissioner, Municipal Corporation of Delhi, Civic Centre, Minto Road, New 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. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)
9. Guard File.

(P.V.S.S. Subha Rao)  
Jt. Secy. (Finance/Policy)

**List of paper forwarded**

S.No.	Name of the Ministry/Deptt.	OM No. and dated	Subject
1.	Department of personnel & Training, Establishment A-IV Desk, Ministry of Personnel, Public Grievance & Training, Government of India	F.No. 31011/12 /2022. Estt.A-IV dated 29th August 2022	Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC)

**Delhi Transport Corporation**  
I.P. Estate, New Delhi

No. PLD-V/LTC/2022/5076

Dated:-01/11/2022

The above endorsement is circulated to all unit officers for strict Compliance as under:-

- a. Henceforth all LTC/Tour claim be settled according to GNCTD OM vide No. F.20/04/2022/Finance (Policy)/1793-1799 dated 01.06.2022 and DOPT OM vide No. 31011/12/2022.Esst.A-IV dated 29/08/2022 as same was endorsed by GNCTD vide No. F.20/25/2021/Finance (Policy)/2780-88 dated 07.09.2022 to all regular employees. Further, all regular employees be informed through notice Board of the unit.
- b. In case of relaxation as per para clause 1(VIII) of above OM dated 29.08.2022 not below the rank of Dy. CGM/ RMs is hereby authorised for giving relaxation on the merit of LTC case.

Encl:- As above

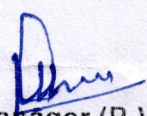
**All Unit Officers**

c.c. to : Addl. CAO

: All R.Ms

: Dy. Manager (Pay) A/cs.

: Manager (IT) to upload the same on the website of DTC.

  
Manager (P-V)

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (POLICY) DEPARTMENT  
4<sup>TH</sup> LEVEL, A WING, DELHI SECRETARIAT  
I.P. ESTATE: NEW DELHI-110002**

No.F.20/04/2022/Finance (Policy)//793-1799 Dated: 01/06/2022

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Air Travel and Booking of Air Tickets on Government account - Purchase of Air Tickets from Authorized Agent(s).**

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The 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, Department of Expenditure vide their Office Memorandum No. 19024/03/2021-E.IV dated 31<sup>st</sup> December, 2021, wherein it has been decided in view of the decision of the Government of India for disinvestment of Air India that in all cases of air travel where the Government bears the cost of air passage, air tickets shall be purchased from the three Authorised Travel Agents Viz. M/S Balmer Lawrie & Company Limited (BLCL), M/S Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd (IRCTC). It has also been clarified vide Office Memorandum No. 19024/03/2021-E.IV dated 16<sup>th</sup> February, 2022 that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines.

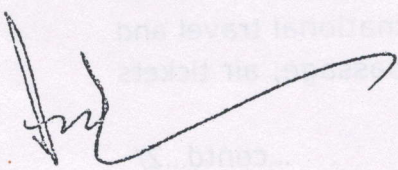
Now, therefore, in supersession of earlier Office Memorandum issued by this department vide No.F.20/10/2016-AC/104-28 dated 25.02.2016, it has been decided that the following procedure will be followed in respect of air travel on tours both domestic and International travel and LTC:-

- (a) In all cases where a Government servant travels by air on Government Account both domestic and international travel and where the Government bears the cost of air passage, air tickets shall be purchased from DTTDC only.

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- (b) In all cases where entitled category officers travels by air on LTC, air tickets shall be purchased from M/S Balmer Lawrie & Company Limited (BLCL), M/S Ashok Travels & Tours (ATT), Indian Railways Catering and Tourism Corporation Ltd (IRCTC) and DTTDC.
- (c) Air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. However, while availing LTC, Government officials entitled to travel by air shall travel only as per their entitlement.
- (d) The travel agents are expected to provide to the Government servant the "**Best Available Fare**" on the date of booking on the basis of tour programme as per their entitlement. The Choice of the travel agent for booking of ticket from those in para-b above is left open to the Government Servant concerned. No agency charges will be paid/reimbursed.
- (e) All Mileage Points earned by Government servant on tickets purchased for official travel shall continue to be utilized by the Concerned department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental Action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Department on quarterly basis.
- (f) Officers not entitled to travel by Air shall also follow the above procedure, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

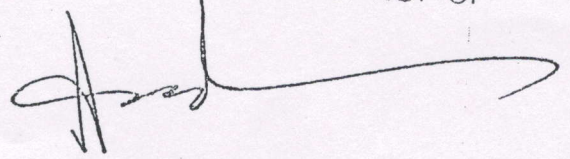


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Booking of Air tickets through agency/agencies other than mentioned in para 2(b) shall not be admissible and FD will not entertain any proposal for relaxation on this account.

This issues with the approval of Dy. CM/FM, Govt. of NCT Of Delhi.

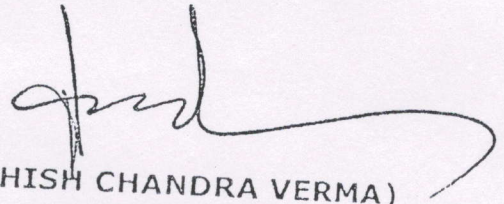


(ASHISH CHANDRA VERMA)  
Pr. Secretary (Finance)

No.F.20/04/2022/Finance (Policy)//793-1999 Dated: 01/06/2022

Copy forwarded to the following for information:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Additional Chief Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. S.O.to Chief Secretary, Govt. of NCT
5. All the Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments of GNCT of Delhi.
6. Website of Finance Department.
7. Guard file.



(ASHISH CHANDRA VERMA)  
Pr. Secretary (Finance)

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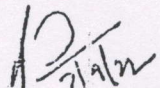
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (POLICY) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI 110002**  
**CD No.012674965**

No. F. 20/25/2021/Finance (Policy)/2780-88 Dated: 07/09/2022

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following with a stipulation that DTTDC is also an authorised travel agency in addition to three authorised travel agents mentioned at para-1(i) of OM dated 29/08/2022 for booking of air tickets on Government Account in respect of (LTC), for employees of Govt. of NCT of Delhi and Autonomous bodies under GNCTD control: -

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers through Principal Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. The Commissioner, Municipal Corporation of Delhi, Civic Centre, Minto Road, New 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.
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(P.V.S.S. Subba Rao)  
Jt. Secy.(Finance/Policy)

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S.No	Name of the Ministry/ Deptt	OM No. and dated	Subject
1	Department of Personnel & Training, Establishment A-IV Desk, Ministry of Personnel, Public Grievances & Training, Government of India	F.No.31011/12/2022.Estt.A-IV dated 29 <sup>th</sup> August, 2022	Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC)-regarding

38/le

F. No. 31011/12/2022-Estt.A-IV  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment A-IV Desk

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North Block, New Delhi.  
Dated 29<sup>th</sup> August, 2022

OFFICE MEMORANDUM

**Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) - regarding.**

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
  - (a) M/s Balmer Lawrie & Company Limited (BLCL),
  - (b) M/s Ashok Travels & Tours (ATT),
  - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
  - (a) On the day of travel in the desired 3 hours' slot of following time band - 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
  - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

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- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

#### Provisions for Advances

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

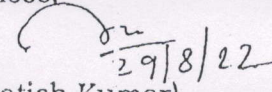
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Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- (ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

  
(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of Ministries/Departments  
(As per Standard List)

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 Investigation, 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. Hindi Section for Hindi version.

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