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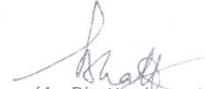
Ministry of Finance
Department of Expenditure
(E.IV Branch)

Ref. MoCA ID No.PFG(775)/2011-Ad.II dated 04-12-2014

Ministry of Corporate Affairs(MoCA) may refer to the Notes on pre-pages, seeking post facto approval of this Department, in relaxation of the guidelines on air travel with regard to prescribed procedure for purchase of air tickets from authorized travel agents in respect of air journeys performed by Mrs Rupa N Sutar, Assistant Official Liquidator, OL, Mumbai, on official tour from 08-05-2014 to 09-05-2014, wherein tickets have been procured from unauthorized travel agent.

2. The proposal has been considered in this Department and one time relaxation of the air travel guidelines with regard to the procedure prescribed for purchase of air tickets from an authorized travel agent only, is agreed to subject to the condition that the air fare be got verified from Air India and actual air fare, as certified by Air India may be reimbursed, exclusive of any agency charges/commission etc. levied by the unauthorized travel agent, besides obtaining an undertaking from the officials concerned that no other benefit, other than air ticket, was availed from the unauthorized travel agent. MoCA is also advised to ensure strict compliance of extant air travel guidelines by their officials, as relaxation on the same grounds would not be considered in future.

3. This issues with the approval of Joint Secretary(Personnel).


(A. Bhattacharya)

Under Secretary to the Government of India

JS & FA(MoCA), Shastri Bhawan, New Delhi

MoF(Exp)/ ID No.233799/2014 -E.IV Dated 16-01-2015

OFFICE OF THE JS&FA	
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No. 31011/ 5/ 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: 24th 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. 31011/4/2014-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. 31011/6/2002-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. 19024/1/2012-E-IV dated 5th September, 2014 which are as under:

- (i) 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 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 Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

10/ve
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

Contd...

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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 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, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders → Establishment → LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & 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-110001