D.No. 40/Accts.

Dated 3.05.2017

All Deans of Faculties/Dean Students Welfare.
All Chairmen of the Department of Studies.
All Director/Coordinator of the Centre/Institute/Unit.
All Head of the Offices/MIC/OSD.
All Principals of the College/School/Polytechnic.
All Joint/ Deputy Registrar/ Deputy Finance Officer/ Deputy Controller
All Assistant Registrar/Assistant Finance Officer/Assistant Controller
P.S. to Registrar/Finance Officer/Controller Of Exams & Admission.

CIRCULAR

It has been observed that some of the University Employees/External Examiners/Members of Board of Studies and other University Guest etc. book Air Tickets from local Travel Agent which is against the notified guidelines of Government of India as notified vide O.M. No.19024/1/2009-E.IV dated 16.09.2010 (printed overleaf). Government Auditors have also raised the objection for not following guidelines in this regard.

It is therefore, stressed that Government guidelines should strictly be followed for purchasing air tickets from Government authorized travel agents failing which reimbursement will not be made.

(Prof. Javaid Akhter)
Registrar
No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. **On Official Tours:**
   (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry’s OM No. 19024/1/2009-E.IV dated 13.07.09.
   (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. **LTC:**
   (i) Travel by Air India only.
   (ii) In Economy class only, irrespective of entitlement.
   (iii) LTC-80 ticket of Air India only to be purchased.
   (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services 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 DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. **LTC for J&K:**
   (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003 Estt.(A.IV) dated 18.06.10 and 05.08.10 refer].
   (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

(Karan Singh)
Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India