

HIGH COURT OF DELHI: NEW DELHI

CIRCULAR

No. 74 /A-4/Accts./DHC,
Dated 27/10/14

A copy of Office Memorandum Nos. 31011/5/2014-Estt.(A-IV) dated 24th September, 2014 regarding Procedure for Booking of air-tickets on LTC and 31011/3/2014-Estt.(A-IV) dated 26th September, 2014 regarding relaxation to travel by air to visit NER, J&K and A&N in lieu of Home Town received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, North Block, New Delhi is circulated among all the officers/officials of this Court for information. It is further emphasized that the instructions contained in the aforesaid Office Memorandums may kindly be strictly followed while purchasing Air Tickets for availing L.T.C. and any deviation in following the instructions may result in rejection of LTC claims.

Sd/-
(K.K. Nangia)
Registrar(B&A)

Endst. No. 75 /A-4/Accts./DHC, Dated 27/10/14

Copy forwarded for information and necessary action to:-

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1.Registrar-cum-Secretary to Hon'ble the Chief Justice2.All Registrars/Co-ordinators, DHC International Arbitration Centre/OSDs.3.All Joint Registrars/Deputy Registrars4. All Assistant Registrars/Deputy Controller of Accounts/P.A to Registrar General.5. All Private Secretaries to Hon'ble Judges.6. All Administrative Officers (Judicial)/Court Masters.7. The AOJ(Computers) for uploading the same on the Intranet of this Court.8. Notice Board9. Guard File10. NIC Cell of Delhi High Court-for uploading on the website of Delhi High Court. | <p>With a request to bring the contents of the above circular to the notice of the officials working under them.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

(T.R. Nagpal)
Deputy Registrar(B&A)

No. 31011/ 3/ 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: 26th September, 2014

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Relaxation to travel by air to visit NER, J&K and A&N.**

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/ Guwahati and any place in NER
 - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
 - c. Between Delhi / Amritsar and any place in J&K

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar / Delhi / Amritsar will have to be undertaken as per their entitlement.

- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

14/12

From pre-page:

(vi) Air Tickets to be purchased 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's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

2. These orders shall be in operation for a period of two years from the date of issue of this O.M.

3. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

10/11
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

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.

10/24
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

No. 19024/1/2012-E-IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 5th September, 2014.

OFFICE MEMORANDUM

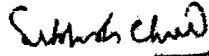
Subject:- **'Facilitation Fee' levied by authorised travel agents on air tickets booked on Government account – Withdrawal regarding.**

Attention is invited to this Department's O.M. of even number dated 10th October, 2013 wherein the authorised travel agents namely M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), were allowed to levy 'Facilitation Fee' @ ₹100/- per ticket for domestic sector and ₹300/- per ticket for international sector for air travel, wherein Government of India bears the cost of air passage.

2. The issue has been re-examined in consultation with the Ministry of Civil Aviation and Department of Legal Affairs, in the light of provisions of the Aircrafts Rules, 1937, as amended from time to time, and it has been decided to withdraw this Department's O.M. of even number dated 10th October, 2013 with immediate effect. Consequently, 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 authorised travel agents.

3. Payment to the authorised travel agents for the Bills raised by them for air tickets procured/purchased till date, in respect of air travel already undertaken or due to be undertaken, would be regulated as per O.M. of even number dated 10.10.2013. It is reiterated that, as far as possible, air tickets on Government account may be obtained directly from Air India/Airlines (booking counters/offices/website) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

4. All Ministries/Departments are advised to bring these instructions to the notice of all concerned for compliance.


(Subhash Chand)
Director

To,
All Ministries/Departments of Government of India and other Government offices
(as per Standard Mailing List)

✓ Copy to:- NIC for uploading the O.M. on the website of the Department of Expenditure.