



No.G.12011/1/2010/F3
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT

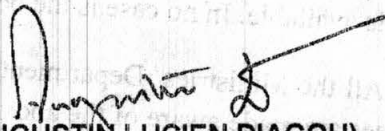
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Puducherry, dt. 23.07.2014

I.D.NOTE /OFFICE MEMORANDUM

Sub: Finance Department – Clarification regarding purchase of Air
Tickets from Authorized Travel Agents for the purpose of LTC –
Reg.

A copy of the Letter F. No.31011/4/2014-Estt (A.IV), dated 19th June, 2014 received from the Under Secretary to Government, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North-Block, New Delhi-110001 on the subject mentioned above is forwarded herewith for information and necessary action.


(P. AUGUSTIN LUCIEN DIAGOU)

UNDER SECRETARY TO GOVT (FIN.)

End: (as above)

To

All Secretaries to Government/All Secretariat Departments/
All Heads of Departments/Offices.

Copy to:

1. The Director of Accounts and Treasuries, Puducherry
2. The Dy. Director of Accounts and Treasuries,
Karaikal/Mahe/Yanam.

F.No. 31011/ 4/ 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: 19th June, 2014

OFFICE MEMORANDUM

Subject: - Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC.

The undersigned is directed to refer to the instructions issued from time to time on the above noted subject and say that the Government employees are required to book their 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. In a number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result various Ministries/ Departments continue to make references to DoPT seeking relaxation of the conditions for one reason or the other. The most common reasons given by the employees are unawareness of the rules and non-availability of Authorized Travel Agents viz. M/s Ashok Travels, M/s Balmer Lawrie & Company at places where the tickets have been booked from. Even in such cases, the option of booking directly from the airlines through their website is available. In no case is the booking of tickets through any other agency is permissible.

3. All the Ministries/ Departments of Government of India are advised to ensure that their employees are made aware of the above mentioned guidelines to avoid breach of any of the LTC rules.

10/6/14

(B. Bandyopadhyay)

Under Secretary to the Govt. of India

To,
All Ministries/ Departments of Government of India

(copy/
[Signature])