

No.124/18/ADM/DE/Misc
Government of India
Ministry of Defence
Dte General Defence Estates
Raksha Sampada Bhavan,
Ulaanbaatar Marg,
Delhi Cantt. 110010

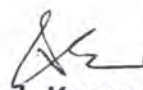
31 July, 2014
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The Principal Director
Defence Estates,
Ministry Of Defence,
Central/Southern/Western/Eastern/Northern/South Western Command
Lucknow/ Pune / Chandigarh/ Kolkata / Jammu/Jaipur

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

The Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training F.No. 31011/4/2014-Estt(A.IV)
dated 19th June, 2014, forwarded herewith for your information and
necessary action please.

Encl: As above


(Rajesh Kumar Sah)
Dy. Director (Admin)
Defence Estates.
For DGDE

Copy to:-

1. Director, NIDEM Delhi Cantt.
2. All Officers in DGDE
3. DMS/ Website/AU&RC

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.


(B. Bandyopadhyay)
Under Secretary to the Govt. of India

To.
All Ministries/ Departments of Government of India

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