

I/14843/2023

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आज़ादी का  
अमृत महोत्सव  
संघ राज्य प्रशासन, लद्दाख



सत्यमेव जयते



वसुधैव कुटुम्बकम्

ONE EARTH - ONE FAMILY - ONE FUTURE

THE ADMINISTRATION OF UNION  
TERRITORY OF LADAKHGENERAL ADMINISTRATION  
DEPARTMENT, UT LADAKH

सामान्य प्रशासन विभाग, यूटी लद्दाख

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यटी सचिवालय, लेह / UT Secretariat, Leh

File NO:- D/19/2023. DDO section.

Civil Secretariat  
Dated :- 11.10.2023Office Memorandum

**Subject: Instructions regarding booking of Air Tickets from authorized agencies on tour or availing LTC.**

The undersigned is directed to enclose the Office Memorandum dated: 16.06.2023 issued by Ministry of Finance, Department of Expenditure, Government of India regarding "**Modification of instructions regarding Booking of Air Tickets on Government account**" for further compliance by the employees of UT Ladakh.

As per the instructions contained in the ibid OM, all the employees are required to mandatorily purchase air tickets for tour/LTC only from the following three Authorized Travel Agencies viz:

- 1) M/s Balmer Lawrie & Company Limited (BLCL)
- 2) M/s Ashok Travels & Tours (ATT)
- 3) India Railways Catering and Tourism Corporation Ltd. (IRCTC).

The Employee shall book flight tickets atleast 21 days prior to the intended date of travel on tour and LTC to avail the most competitive fare and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.

Any booking made less than 72 hour of intended travel on tour will require the submission of self-declared justification by the employee.

Further, employees are encouraged to make tickets booking through self-booking tool/ online booking website/portal of these three authorized agencies and employee must register their official Government e-mail ID with these three agencies to book their air tickets digitally through above modes for travel by any airlines.

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Therefore, all the Administrative Secretaries of UT Ladakh are requested to direct their concerned HODs/COs/DDOs to ensure the booking of air tickets from the authorized agencies besides adherence to the instructions contained in the OM for observing/maintaining prudent Government expenditure.

**This issues with the approval of competent Authority.**

**Encl: As above.**

  
Stanzin Dorsal  
Chief Accounts Officer  
General Administration Department  
UT Ladakh

11-10-23

Copy to the:-

1. All Administrative Secretaries, UT Ladakh for information and necessary action.
2. Deputy Secretary to General Administration Department, UT Ladakh for information.
3. Pvt. Secretary to Advisor for information.
4. Office File.