

Postal system

F.No.20-4/2017-PAP  
GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION  
DEPARTMENT OF POSTS  
(ESTABLISHMENT DIVISION)/PAP SECTION  
DAK BHAWAN, SANSAD MARG, NEW DELHI – 110 001  
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Dated, the 20 Aug., 2017

To

**ALL HEADS OF CIRCLES,  
ALL GM (PAF)/DAS (P),  
ALL DIRECTORS POSTAL STAFF COLLEGE INDIA/PTCs.**

Sub: Procedure for booking of air tickets on LTC – clarification reg.

I am directed to forward herewith the copy of extract of clarification on "Procedure for booking of air tickets on LTC" on the above subject for the purpose of LTC issued by Department of Personnel & Training's **Office Memorandum No. 31011/5/2014-Estt.(A-IV)** dated 21<sup>th</sup> August, 2017 downloaded from the official website of Department of Personnel & Training for kind information and further necessary action in this regard.

(K.V. Vijayakumar)

Assistant Director General (Estt.)

Encl: As above.

Copy to:

1. Sr. PPS to Secretary (Posts)/PPS to DG (Posts).
2. All Members of Postal Services Board.
3. JS&FA (Posts).
4. DDG (PAF)/Secy. (PSB))/GM (F) BDD/CGM (PLI).
5. All other DDs. (G) in Postal Directorate.
6. CPMG, Delhi Circle, New Delhi – 110 001.
- 7.8 C&A/P.A. Wing.
- 9.10 Guard File/Spare Copy.
11. **DEPTL WEB SITE Through: PTC MYSORE.**

(Narender Prakash)  
Section Officer (PAP)

Centre for Excellence in Postal Technology, Mysore-570010		
04 SEP 2017		
G.M.	Director	A.D.(A)

1/c

No. 31011/5/2014-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001  
Dated: August 21, 2017

OFFICE MEMORANDUM

**Subject:- Procedure for booking of air-tickets on LTC - clarification reg.**

The undersigned is directed to refer to this Department's O.M. of even no. dated 23.09.2015 on the subject noted above and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the 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-Est(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In this regard, references are received in this Department seeking clarification whether the aforesaid condition of booking the tickets through authorized travel agents needs to be followed in cases where a non-entitled Government servant travels by air on LTC and claims the entitled train fare.

3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is hereby clarified that in case of non-entitled Government servants travelling by air on LTC and claiming entitled rail fare, the condition of booking the air tickets through authorised travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' may not be insisted upon. In rest of the cases, the condition of booking the tickets through authorised modes shall continue to follow.

Enclosure: As above

*Surya Narayan Jha*  
21.8.17  
(Surya Narayan Jha)

Under Secretary to the Government of India

To

The Secretaries  
All Ministries/Departments of Government of India  
(As per the standard list)

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.

Contd...

From pre-page:

4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. ✓ NIC, DoP&T with the request to upload this OM on Department's website  
(Notifications << OMs/Orders << Establishment << LTC Rules).
10. Hindi section for Hindi version.

No. 31011/5/2014-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001  
Dated: September 23, 2015

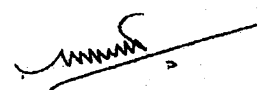
**OFFICE MEMORANDUM**

**Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19<sup>th</sup> June, 2014 which lays down that 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). Vide DoPT's O.M. 31011/5/2014-Estt.(A-IV) dated 24.09.2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC subject to the conditions stated vide Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5<sup>th</sup> September, 2014.

2. It has been observed that various Ministries/Departments continue to send references to DoPT seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorised by the aforesaid O.M.. In most of the cases, the common reason stated by the LTC beneficiaries is that they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries/ Departments are advised to ensure a wide circulation of the guidelines as stated in para 1 of this O.M.. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant.

  
(M.P. Rama Rao)

Under Secretary to the Government of India

To  
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