



**SPEED POST**  
केन्द्रीय विद्यालय संगठन (मु.)  
Kendriya Vidyalaya Sangathan (HQ)  
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F.No.1-1/2015/KVS(JC-Fin.)

Date: 17/12/2015

The Deputy Commissioner & Director,  
Kendriya Vidyalaya Sangathan  
All Regional Offices & ZIETs.

**Sub: Guidelines on Air Travel on Tour/LTC.**

Sir/Madam,

During the audit on the accounts of Regional Offices and Kendriya Vidyalayas, the audit parties observed that the officers entitled for travel by Air have booked their Air Tickets through private travel agencies, which is not in order as per the extant orders and have also objected to it.

As per the Government of India guidelines, Air Tickets may be purchased directly from offices of the Air India (at Booking counters/website of Airlines) or by utilizing the services of Authorized Travel Agencies namely M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoPT's OM No.311011/6/2002-Estt.(A) dated 02.12.2009).

The same procedure should be followed for booking the Air Tickets for performing the Leave Travel Concession travel facility.

The copies of the following orders are enclosed herewith:

1. Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) OM. No.311011/6/2002-(Estt.(A) dated 2<sup>nd</sup> December 2009.
2. Government of India, Ministry of Finance, Department of Expenditure, Office Memorandum No.19024/1/2009-E.IV dated 16<sup>th</sup> September, 2010.
3. Government of India, Ministry of Finance, Department of Expenditure, Office Memorandum No.19024/1/2012/E.IV dated 9<sup>th</sup> July 2013.
4. Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) OM. No.311011/5/2014-(Estt.(A IV) dated 23<sup>rd</sup> September 2015.

In this connection, Deputy Commissioner, Regional Offices and Director, ZIETs are requested to inform their subordinate offices for strict compliance of the above orders.

Yours faithfully,

(M. Arumugam)

Jt. Commissioner (Finance)

**Copy to:**

1. All the officers in KVS (HQ) – for information and strict compliance.
2. PS to Commissioner, KVS(HQ), New Delhi – for information
3. PS to Additional Commissioner (Admn./Acad), KVS(HQ), New Delhi – for information.

No. 31011/6/2002-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

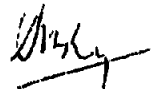
North Block,  
New Delhi,  
Dated the 2nd December. 2009.

**OFFICE MEMORANDUM**

**Subject : LTC to Central Government Employees –Travel by tour packages  
operated by IRCTC.**

The undersigned is directed to refer to DOP&T O.M. of even number dated 14.3.08, allowing tours by road conducted by the Indian Railway Catering and Tourism Corporation (IRCTC), a Government of India's undertaking under the Min. of Railways for the purpose of reimbursement of LTC by Government servants on the lines of ITDC/STDC and to say that as the IRCTC is also offering tour packages involving air travel in the sectors like Delhi - Leh, Delhi - Srinagar, Jaipur -Goa, Chennai/Calcutta - Port Blair etc., the question of allowing LTC packages of IRCTC, including the component of air travel has been examined in consultation with the Min. of Finance.

2. It has now been decided to allow the re-imburement of air fare along with rail and road fare in the case of LTC journey of Government servants in tours offered by IRCTC for reimbursement under LTC provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of Govt. of India issued from time to time in this regard such as journey by Air India under LTC 80 scheme in economy class without package benefits etc.



(P. Prabhakaran)  
Deputy Secretary to the Govt. of India

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission.
9. Central Bureau of Investigation.
10. All Union Territory Administrations.

11. Lok Sabha Secretariat/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Min. of Personnel, Public Grievances and Pension.
13. All Officers and Administrative Sections in the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Min. of Personnel, Public Grievances and Pensions, North Block, New Delhi – 25 spare copies.
16. 100 spare copies.

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

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North Block, New Delhi  
Dated the 9<sup>th</sup> July, 2013

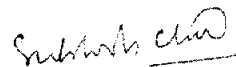
Office Memorandum

**Subject: Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC)- reg.**

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time-to-time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at Booking counters/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours (ATT) [Department of Expenditure OM No. 19024/1/2009-E.IV dated 16.09.2010 refers]. Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) [Department of Personnel & Training OM No. 31011/6/2002-I.st.(A) dated 02.12.2009 refers].

2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of, in addition to BLCL and ATT, the services of IRCTC can also be availed of.

3. All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.



(Subhash Chand)

Deputy Secretary to the Government of India

To,  
All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
2. ✓ NIC, MoF with the request to upload the OM on the website of this Ministry.

**No. 19024/1/2009-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

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New Delhi dated the 16<sup>th</sup> September, 2010

**Office Memorandum**

**Subject: Guidelines on Air Travel on Tours/LTC.**

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

**1. On Official Tours:**

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

**2. LTC:**

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services 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 DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

**3. LTC for J&K:**

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

  
(Karan Singh)

Under Secretary to the Govt. of India

To,  
All Ministries/Departments of Govt. of India

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

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

: 2 :

*From pre-page:*

**Copy to:**

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
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 O.M. on Department's web site  
(OMs/Orders<< Establishment<< LTC Rules)
10. Hindi Section for Hindi version.