




केंद्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan
18, संस्थानिक क्षेत्र / 18, Institutional Area
शाहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg
नई दिल्ली-16 / New Delhi - 16

F.No.110239/51/Cir./2014/KVS (Budget)

Dated: .07.2014

A Copy of Government of India, Department of Per. & Trg., Office Memorandum No.31011/4/2014-Estt.(A.IV), dated 19th June, 2014 for clarification regarding purchase of air Tickets from authorized Travel agents for the purpose of LTC is forwarded herewith for information and necessary action.


(S.Muthusivaram) 18/7/14

Asstt. Commissioner(Fin.)

Tel.No.01126523070

Copy to:

1. The Deputy Commissioner, Kendriya Vidyalaya Sangathan, All Regional Offices.
2. The Finance Officer, Kendriya Vidyalaya Sangathan, All Regional Offices.
3. All Officers/Section at Kendriya Vidyalaya Sangathan (HQ.).
4. Principal, Kendriya Vidyalaya, Kathmandu/Moscow/Tehran.
5. The General Secretary, All Recognized Associations.
6. The Director, ZIET, Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Deputy Commissioner, (EDP Cell) KVS (HQ.) with the request to upload the Office Memorandum on the Web-site.
8. RTI Cell KVS (Hq.)
9. Guard File.

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