



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

No.F. 3-2/2006(Admn.I/A&B)

4th November, 2015

CIRCULAR

The undersigned is directed to circulate the following Office Memorandum received from the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (copy enclosed) as detailed below:

S. No.	O.M. No.& Date	Received From	Subject
1.	F. No. 31011/5/2014-Estt (A.IV) Dated – 23.09.2015	Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training	Procedure for booking of air-tickets on LTC-Clarification, reg.

This may be noted for future reference.


(Ajay Kumar Khanduri)
Deputy Secretary

Copy to:

1. All Officers/ Sections.
2. UGC Branch Office, 35 Ferozeshah Road, New Delhi.
3. UGC NET Bureau, South Campus of Delhi University, New Delhi.
4. All Regional Offices.
5. Admn I/C Section with the request to take further necessary action at their end.
6. DS (FD)/US (FD-I/A)/SO (FD-I/A)/SO (FD-I/B) with the request to take further action in the matter.
7. CU/DU/DC/IUC with a request to take further necessary action at their end.
8. UGC eoffice
9. UGC website

S.No. 47(HR) 1.452

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 19th 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 5th 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)

Ms. RV
5/10/15