

Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt-110010.

No. AT/IV/TA/DA/LTC/order

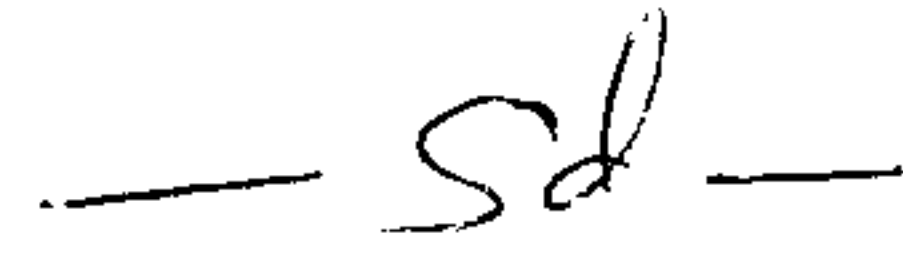
Dated: 05/08/2013

To

The PCDA/CDA

Sub: - Guidelines on Air Travel on official Tours/Leave Travel Concession (LTC).

A copy of GOI, MoF, Department of Expenditure OM No. 19024/01/2012-E.IV dated 9th July, 2013 received vide GOI, Ministry of Defence D (Civ-II) ID No. 11(4)/2013/D(Civ-II) dated 19.07.2013 on the above subject is forwarded herewith for information and guidance.

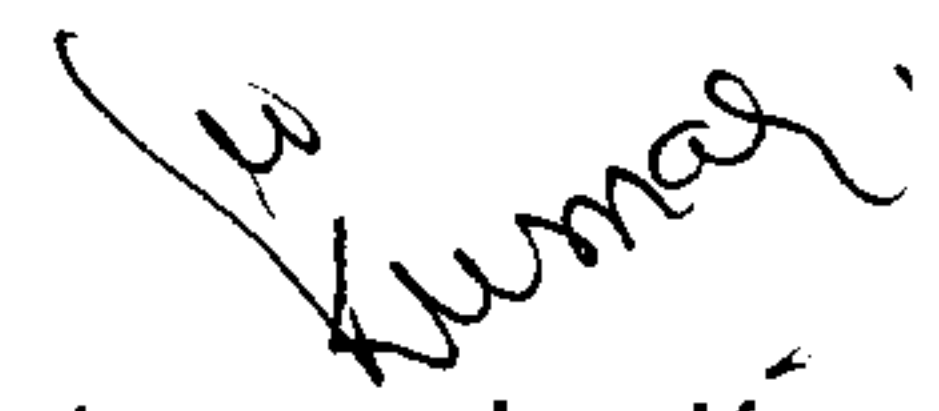


(Upendra Kumar)
Accounts Officer (AT-IV)

Copy to:-

1. AN-IV & AN-XIV Section (Local)
2. AT-I & AT-II Section (Local)
3. AT-Coord Section (Local)
4. EDP Centre (Local) ----- with a request to upload the circular on CGDA website.

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(Upendra Kumar)
Accounts Officer (AT-IV)

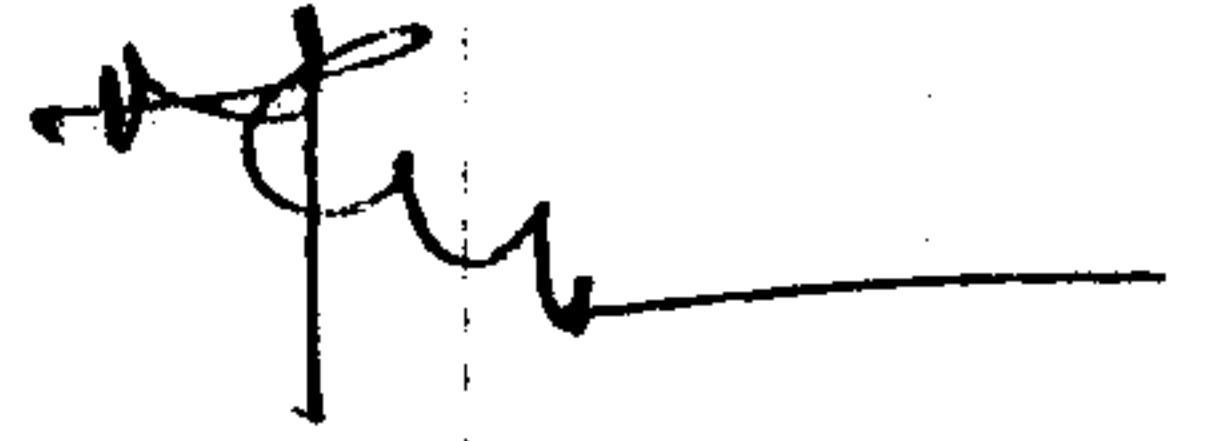
A1/IV

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Ministry of Defence
D(Civ-II)

A copy of Deptt of Expenditure Office Memorandum as mentioned below is forwarded herewith for information and necessary action :-

Sl No	Number	Subject
1.	No19024/1/2012-E.IV dated 09 th Jul, 2012	Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC)-reg



(MS Sharma)

Under Secretary to the Government of India

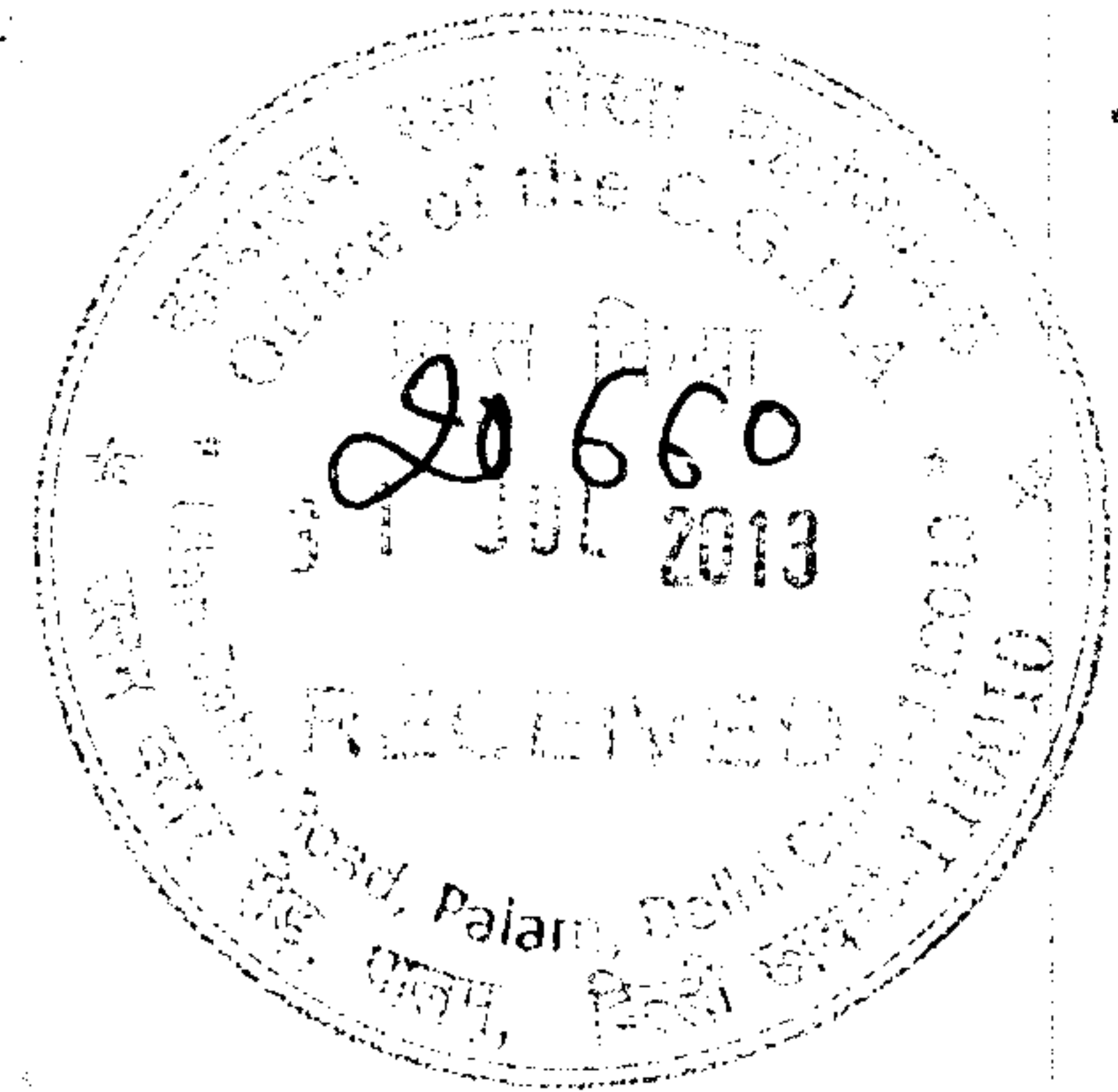
Emd. As above

AG/MP-4(Civ)(c)	DGNCC Pers (C)	DGDE(Admin)
Air Hqrs/PC-4/5	DGAFMS/DG-2	R&D Orgn/DOP
NHQ/CP Dte	OFB, Kolkata	DGQA (Coord)
D(Coord)		

Ministry of D ID NO 11(4)/2013/D(Civ-II) dated 19 Jul 2013

Copy to :-

- ✓ CGDA, RK Puram, New Delhi
- General Secretary, All India Defence Employees Federation
- Gen Secretary, INDWF
- Gen Secretary, BPMS, Navin Market Kanpur-208001
- Gen Secy CDRA, Delhi-110087
- All Recognised Association, Staff Side JCM Members



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North Block, New Delhi
Dated the 9th July, 2013

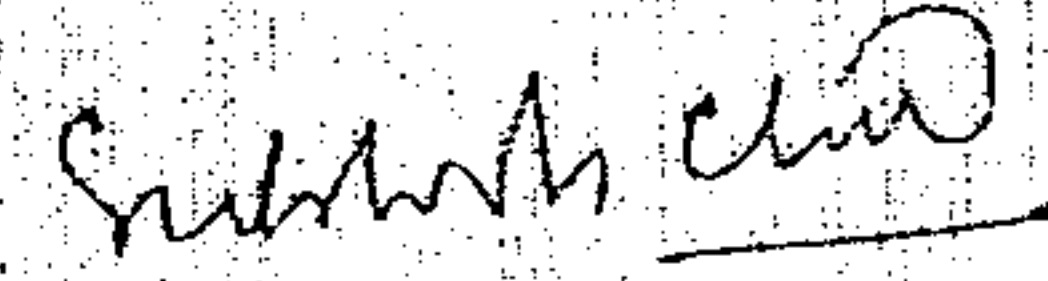
Office Memorandum

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-Estt (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)

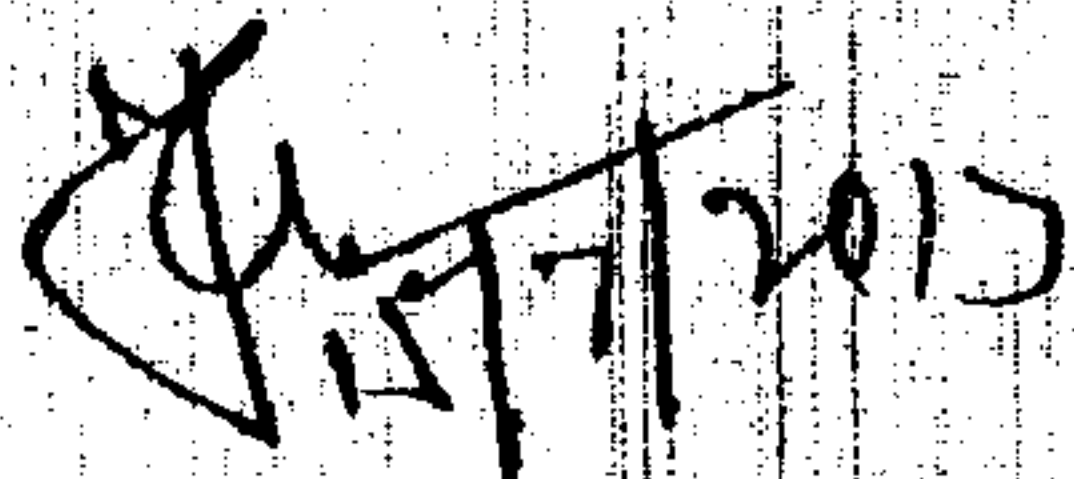
Deputy Secretary to the Government of India

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.

91. circulate.


15/7/2013

D (Circ) on 15/7/13

618/D (Circ) / 2013

16/7/13