

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1 Staff Road, Secunderabad – 500 009

Important Circular

No: AN/PAY/5022/LTC/15

Date: 04/02/2015

To

1. The Addl CDA i/c.,
O/o The PAO(ORs)EME,
Secunderabad.
2. The ACDA i/c.,
O/o The PAO(ORs)AOC,
Secunderabad.
3. All Sub-Offices (as per standard list)
4. All Sections (M.O.,)

Sub : Purchase of air tickets from authorized travel agents - reg

HQrs Important Circular No.AN/XIV/14162/TA/DA/LTC/Deviation/VOL-IV dtd.27/01/2015 on the above subject alongwith DoP&T OM No. 31011/4/2014-Estt(A-IV) DTD. 19/06/2014 received vide HQrs Orders dtd. 25/06/2014 is circulated to all for for information guidance and necessary action please.


Sr.Accounts Officer (AN PAY)

कार्यालय, रक्षा लेखा नियंत्रक,
नं.1, स्टाफ रोड, सिकंदराबाद - 500 009.

महत्वपूर्ण परिपत्र

सं. प्रशा/वेतन/5022/बु.या.रि./15


दिनांक : 04.02.2015

सेवा में,

1. प्रभारी अपर नियंत्रक,
वेतन लेखा कार्यालय (अ.श्रे) ई.एम.ई.,
सिकंदराबाद - 500 021
2. प्रभारी उप-नियंत्रक
वेतन लेखा कार्यालय (अ.श्रे) से.आ.कोर
सिकंदराबाद - 500 015
3. सभी अधीनस्थ कार्यालय (मानक सूची के अनुसार)
4. सभी अनुभाग (मुख्य कार्यालय)

विषय : प्राधिकृत यात्रा एजेंटों से हवाई टिकटों की खरीद - के संबंध में ।

उपरोक्त विषय पर मुख्यालय कार्यालय के दिनांक 27.01.2015 के परिपत्र सं. AN/XIV/14162/TA/DA/LTC/Deviation/Vol.IV और मुख्यालय कार्यालय के दिनांक 25.06.2014 के आदेशों के अधीन प्राप्त कार्मिक एवं प्रशिक्षण विभाग के दिनांक 19.0.2014 के का.ज्ञा.सं. 31011/4/2014-Estt(A-IV) की प्रतियाँ सूचना, मार्गदर्शन तथा आवश्यक कार्रवाई के लिए सभी संबंधित पक्षों को परिचालित की जाती है ।


वरिष्ठ लेखा अधिकारी (प्रशा/वेतन)

रक्षा लेखा महानियंत्रक,
उलान बटार रोड, पालम, दिल्ली कैंट-110010
Controller General of Defence Accounts,
Ulan Batar Road, Palam, Delhi Cantt-110010

IMPORTANT CIRCULAR

No. AN/XIV/14162/TA/DA/LTC/Deviation/Vol-IV

Dated : 27/01/2015

To

All PCsDA/CsDA
(through CGDA Mail Server)

Subject: Purchase of air tickets from authorized travel agents – Reg

Of late, this HQrs office has been receiving requests from officers/staff of this department to relax the guidelines laid down under DoP&T OM dated 16.9.2010 and take up their case for according regularization sanction from the Ministry.

2. In this connection, it is intimated that Ministry of Finance had granted one time relaxation to the guidelines on air travel to purchase air tickets from authorized travel agents to officials who had undertaken air journey before 24.08.2011. However, Ministry while granting such sanction had clarified that journeys undertaken after the specified date i.e 24.08.2011 will not be considered for granting regularization sanction.

3. In spite of clear instruction issued by this HQrs from time to time to adhere to the guidelines laid down in DoP&T OM dated 16.9.2010, receipt of requests from officers/staff through Controllers for condonation of non compliance to these instructions is not understood. In this regard, a recent circular bearing No. AN/XIV/19015/Govt orders/2014 dated 25/06/2014 also refers vide which content of DoP&T OM No. 31011/4/2014-Estt (A.IV) dated 19/06/2014 has been circulated stressing on the fact that the employees may be made aware of the modes in which air tickets are to be booked so as to avoid breach of any LTC rules.

4. In view of the foregoing, it is enjoined upon all, that the contents of this circular may be brought to the notice of all concerned to ensure strict compliance and adherence.

(S.J.Bajaj)
AO(AN)

Copy to:

1. AN-I, AN-IV, AT-IV Section, AT-Coord Section (LOCAL)
3. EDP Centre (Loca) -- For uploading on CGDA website.
4. CENTRAD, Brar Square, Delhi Cantt
5. Library Section (Local)
6. M.N.B.(AN-XIV)
7. General Secretary ---AIDAA(CB) { through through PCDA(SC) Pune}
8. General Secretary ---AIDAEA (HQ)Kolkata [Through PCA(FYs) Kolkata



(S.J.Bajaj)
AO(AN)

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली कैंट 110010
Ulan Batar Road, Palam, Delhi Cantt- 110010

सं. प्रशा/XIV/19015/सरकारी आदेश/2014
No. AN/XIV/19015/Govt. Orders/2014

दिनांक: 25.06.2014

सेवा मे,

सभी रक्षा लेखा प्रधान नियंत्रक / रक्षा लेखा नियंत्रक
All PCsDA/CsDA

(Through CGDA Mail Server)

Sub: Clarification regarding purchase of Air Tickets from Authorised Travel Agents for the purpose of LTC.

उपर्युक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय (कार्मिक एवं प्रशिक्षण विभाग) के दिनांक 19/06/2014 के कार्यालय जापन सं० 31011/4/2014-Estt (A.IV) की प्रति सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु अग्रेषित की जाती है ।

A copy of Government of India, Ministry of personnel, Public Grievances and Pensions (Department of Personnel and Training), Office Memorandum No. 31011/4/2014-Estt (A.IV) dated 19/06/2014 on the above subject is forwarded herewith for your information, guidance and necessary action please.

संलग्नक: यथोपरि ।

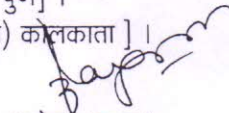


(उपेन्द्र कुमार)

कृते रक्षा लेखा महानियंत्रक

प्रतिलिपि :-

1. प्रशासन 4 ।
2. लेखा परीक्षा- 1,2,4 (स्थानीय) ।
3. लेखा परीक्षा (समन्वय) अनुभाग (स्थानीय) ।
4. ई डी पी सेन्टर (स्थानीय) ---- रक्षा लेखा महानियंत्रक वेबसाइट पर अपलोड करने हेतु ।
5. प्रशिक्षण एवं संगोष्ठी केन्द्र, बरार स्क्वायर, दिल्ली छावनी ।
6. पुस्तकालय अनुभाग (स्थानीय) ।
7. मास्टर नोट बुक (प्रशासन 14) ।
8. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे [द्वारा-रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे] ।
9. महासचिव, ए.आई.डी.ए.ई.ए. (एच.क्यू) कोलकाता [द्वारा -प्रधान लेखा नियंत्रक (फैक्ट्री) कोलकाता] ।



(उपेन्द्र कुमार)

कृते रक्षा लेखा महानियंत्रक

F.No. 31011/ 4/ 2014-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
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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.


(B. Bandyopadhyay)
Under Secretary to the Govt. of India

To,
All Ministries/ Departments of Government of India
