

सं./No. AN/PAY/5022/LTC/corr/2023

दिनांक/ Date: 20.11.2023

परिपत्र (वेबसाइट के माध्यम से) / CIRCULAR (Through Website)

सेवा में/To,

1. र.ले.नि., आई.टी.एस.डी.सी., सिकंदराबाद / The CDA (IT&SDC), Secunderabad
2. प्रभारी संयु.नि., वे.ले.का.(अ.श्रे)ई.एम.ई.,सिकंदराबाद/The Jt.CDA I/c, PAO (Ors) EME, Secunderabad
3. प्रभारी उप-नि., वे.ले.का.(अ.श्रे) से.आ.कोर, सिबाद / The DCDA I/c, PAO (Ors) AOC, Secunderabad
4. प्रभारी उप-नि., क्षे.ले.का. (थलसेना) विशाखापट्टणम / The DCDA I/c, AAO(Army) Visakhapatnam
5. प्रभारी उप-आई.एफ.ए.,आई.एफ.ए.,43/44 ई.डी.,हकीमपेट/The Dy. IFA I/c, IFA 43/44 ED,Hakimpet
6. मुख्य कार्यालय के सभी ग्रूप अधिकारी / All Group Officers in Main Office
7. र.ले.नि., सिकंदराबाद के सभी उप-कार्यालय / All Sub-offices under CDA Secunderabad

विषय : छुट्टी यात्रा रियायत (LTC)) के संबंध में सरकारी खाते में हवाई टिकटों की बुकिंग के अनुदेशों में संशोधन - के संबंध में ।

Subject : Modifications in instructions on booking of Air tickets on government account in r/o Leave travel Concession(LTC)-regarding.

संदर्भ : मुख्यालय कार्यालय का दि. 27.10.2023 का पत्रांक AN/ AN/XIV/19015/TA/DA/LTC/Medical

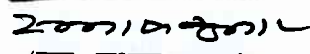
Reference: HQrs Office letter No. AN/XIV/19015/TA/DA/LTC/Medical dated 27.10.2023

मुख्यालय कार्यालय के संदर्भाधीन पत्र के माध्यम से प्राप्त कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 20.10.2023 के का.जा. सं. 31011/11/2023-Pers.Policy A-IV की प्रति आवश्यक सूचना तथा अनुपालन हेतु प्रेषित की जाती है ।

A copy of Ministry of Personnel, Public Grievances & Pensions DoPT Office Memorandum No. 31011/11/2023-Pers.Policy A-IV Dated 20.10.2023 received vide HQrs Office letter cited under reference on the above subject is forwarded herewith for necessary information and compliance please.

संलग्न: उपरोक्तानुसार

Encl: As above


(एम. सुभाष कुमार)

सहायक नियंत्रक (प्रशा/वेतन)

✓

'हर काम देश के नाम'



रक्षा लेखा महानियंत्रक
उलान बटार रोड, पालम, दिल्ली छावनी -110010
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
Ulan Batar Road, Palam, Delhi Cantt- 110010

No. AN/XIV/19015/TA/DA/LTC/Medical

Dated: 27.10.2023

सेवा में,

सभी रक्षा लेखा प्रधान नियंत्रक/रक्षा लेखा नियंत्रक/प्र.ले.नि.(फै.)

All PCsDAVCsDA/PCA (Fys)

(Through e-mail)

Sub: Modifications in instructions on booking of Air Tickets on government account in r/o Leave travel Concession (LTC)-reg.

उपरोक्त विषय पर कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक तथा प्रशिक्षण विभाग, के दिनांक 20.10.2023 के का.जा सं- F.No. 31011/11/2023-Pers.Policy A-IV, जो कि कार्मिक तथा प्रशिक्षण विभाग की वेबसाइट पर उपलब्ध, है की प्रति सूचना, मार्गदर्शन एवं अनुपालन हेतु प्रेषित की जाती है।

A copy of Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training Office Memorandum F.No. 31011/11/2023-Pers.Policy A-IV dated 20.10.2023, available on DoP&T website, on the above subject is forwarded herewith for your information, guidance and compliance please.

(सुशील रियाड़)

रक्षा लेखा वरि. सहायक महानियंत्रक (प्रशा.)

संलग्नक: यथोपरि

प्रतिलिपि :-

1. प्रशासन - IV (स्थानीय)।
2. लेखा परीक्षा (समन्वय) अनुभाग (स्थानीय)।
3. मास्टर नोट बुक प्रशासन -14।
4. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे { द्वारा रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे}।
5. महासचिव, ए.आई.डी.ए.ए.ए. (मु.) कोलकाता { द्वारा प्रधान नियंत्रक, लेखा (फैक्ट्री) कोलकाता।
6. महासचिव, डी.ए.डी.एस.ए.एस (ओ.ए) { द्वारा रक्षा लेखा नियंत्रक (आई.डी.एस) नई दिल्ली।

(सुशील रियाड़)

रक्षा लेखा वरि. सहायक महानियंत्रक (प्रशा.)

F. No. 31011/11/2023 - Pers. Policy A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Pers. Policy A-IV Desk

North Block, New Delhi.
Dated: 11 October, 2023

OFFICE MEMORANDUM

Subject: Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – reg.

The undersigned is directed to refer to this Department's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC). The Department of Personnel and Training (DoPT) has been receiving a number of representations seeking clarifications on issues relating to the settlement of claims, particularly of those government employees who have not retained the screenshot of the concerned webpage of the authorised travel Agents (ATAs) during the booking of air tickets, as provided under the OM dated 29.8.2022 referred to above.

2. In view of the above, the matter has been examined and with the approval of competent authority, the following changes/modifications in the prescribed procedure are made for the convenience of Government employees: -

(i) All three authorized travel agents, viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) are to display the details of the flight having the cheapest fare and the flight(s) having the fare 10% more than the cheapest fare only, in the desired time slot, at the time of booking the air tickets by the Government employees for the purpose of LTC journey. Therefore, the booking of air ticket for the purpose of LTC on the website of these three authorized travel agents shall itself be a proof that the ticket booked by the individual government employee was of the cheapest fare as provided under the guidelines.

(ii) All three authorized agents shall indicate the word 'LTC' on tickets issued for the LTC journey; and

(iii) In all cases wherein the non-entitled Government employees are to travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees shall continue to take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained for the purpose of settlement of claims, as provided under Point (ii) of the title

"Provisions for Reimbursement" in OM dated 29.8.2022, referred to above.


3. Further, all the three ATAs have also been directed to allow the registration of those employees who do not have official email accounts provided their administrative office sends their details depicting their names, employee code no., private email IDs and mobile numbers, etc. to the travel agents for the purpose of booking the air tickets in respect of LTC journey.

4. For the sake of convenience, the links of the three authorized travel agents are as below:

(i) 'M/s Balmer Lawrie & Company Limited', BLCL (<https://govemp.balmerlawrietravelapp.com>), (ii) 'M/s Ashok Travels & Tours', 'ATT' (<https://www.atttfdc.in>) and (iii) Indian Railways Catering and Tourism Corporation Ltd., 'IRCTC' (<https://www.air.irctc.co.in>).

5. All the Ministries/Departments are once again advised to bring it to the notice of all their employees that any misuse of LTC shall be viewed seriously and appropriate action as deemed fit under the relevant rules will be taken against the defaulting employees. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified by the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

6. Hindi version will follow.


(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

1. M/s Balmer Lawrie & Company Limited (BLCL), Core-8, Ground Floor, Scope Complex, 7, Lodhi Road, New Delhi-110003
2. M/s Ashok Travels & Tours (AT&T), Room No. 506, 5th Floor, Core-8, Scope Complex, 7, Lodhi Road, New Delhi-110003
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), 9th floor, Bank of Baroda Building, 16, Parliament Street, New Delhi-110001

Copy to:

1. All Secretaries of Ministries/ Departments of the Government of India
(As per the standard list)
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.