



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

No.1, STAFF ROAD, SECUNDERABAD-500009

दूरभाष/TELE: 040-27843385 (Ex-318)

फैक्स/FAX:040-27817275

सं./No.प्रशा/वेतन/ 5055/LTC

दिनांक/Dated: 06.11.2015

सेवा में  
कार्यालय, रक्षा लेखा महानियंत्रक  
प्रशा/XIV अनुभाग  
उलन बटार रोड, पालम,  
दिल्ली छावनी - 110 010

To  
Office of the CGDA  
AN/XIV Section.  
Ulan Batar Road, Palam  
Delhi Cantt. - 110 010

विषय : ह्यू.या.रि. के लिए हवाई टिकटों की बुकिंग की प्रक्रिया - स्पष्टीकरण - के संबंध में ।

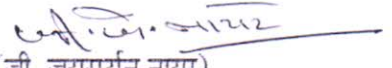
Ref : Procedure for booking of air-tickets on LTC - Clarification - reg.

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उपरोक्त विषय पर मुख्यालय कार्यालय के दिनांक 02.11.2015 के पत्रांक प्रशा/XIV/19015/  
सरकारी आदेश/2015 की पावती दी जाती है ।

HQrs. letter no. AN/XIC/19015/Govt. Orders/2015 dated 02.11.2015 on the  
above subject is hereby acknowledged.

GOCAN) has Seen.

  
(जी. जयप्रकाश नायडू)  
वरिष्ठ लेखा अधिकारी (प्रशा/वेतन)



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

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उलान बटार रोड, पालम,  
दिल्ली छावनी - 110 010

To  
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AN/XIV Section,  
Ulan Batar Road, Palam  
Delhi Cantt. - 110 010

*09/11*  
*CGDA may*  
*Kindly see*  
*before issue*  
*JGK*  
*S. S. (M)*

विषय : ह्यू.या.रि. के लिए हवाई टिकटों की बुकिंग की प्रक्रिया - स्पष्टीकरण - के संबंध में ।

Ref : Procedure for booking of air-tickets on LTC - Clarification - reg.

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सरकारी आदेश/2015 की पावती दी जाती है ।

HQrs. letter no. AN/XIC/19015/Govt. Orders/2015 dated 02.11.2015 on the  
above subject is hereby acknowledged.

*JGK*  
(जी. जयसूर्यन नायर)

वरिष्ठ लेखा अधिकारी (प्रशा/वेतन)

*6/11*

*JT*  
*P. G. G. G. G.*  
*6/11*

*Pls Place*  
*the Circular (HQrs)*  
*in COA Section*  
*JGK*  
*S. S. (M)*

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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 19<sup>th</sup> 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 5<sup>th</sup> 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)