

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.  
I.P. ESTATE, NEW DELHI 110002

F. No. 4(73)/Fin. (Estb-III)/PC-II/Part-III/252/452

Dated: 26-10-11

**ENDORSEMENT**

A copy of the under mentioned paper is forwarded for information and necessary action to the following:-

1. All Head of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, Govt. of NCT of Delhi.
3. Commissioner M.C.D., Town Hall, Chandini Chowk, Delhi.
4. Chairperson, NDMC, Palika Kendra, New Delhi.
5. Chief Executive Officer, Delhi Cantonment Board, Delhi.
6. Guard File.

  
(S. K. SAHA)  
DEPUTY SECRETARY-I (FINANCE)

**List of paper forwarded**

S.No.	Name of the Ministry/Deptt.	O.M. No. and Date	Subject
1.	Govt of India, Ministry of Finance. Department of Expenditure.	NO.19024/1/2009- E.IV Dated 16.09.2010	Guidelines on Air Travel on Tours/LTC.
2.	Govt of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & Training)	No.13018/1/2010- Estt (Leave) Dated 07.09.2010	Child Care Leave in respect of Central Government employees as a result of Sixth Central Pay Commission recommendations Clarification regarding

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi dated the 16<sup>th</sup> September, 2010

**Office Memorandum**

**Subject: Guidelines on Air Travel on Tours/LTC.**

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

**1. On Official Tours:**

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

**2. LTC:**

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services 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 DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

**3. LTC for J&K:**

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

  
(Karan Singh)

Under Secretary to the Govt. of India

To,  
All Ministries/Departments of Govt. of India

Put up for  
endorsement  
B.H.H. → 29/9

Sh. Chhombi  
29/9