F. No. 5(2)/2014/CIR./CDN/TTE/ 218—222   Dated: 04/05/2016

To

    1.   All Heads of Institutions under DTTE
    2.   All branch Incharges at TTE (HQ)
        Delhi/New Delhi

Sub:- <u>To provide a print out of rate chart of Air India applicable for the same destination on the date of booking tickets by Private Airlines to ensure that air fare of private airlines is less than the air fare of Air India.</u>

Sir/Madam,

      Please find enclosed a copy of Circular No. F.41/1187/2015/GAD/(Admn.)/897, Dated 29-03-2016, received from Dy. Secretary (GAD/HOO), GNCT of Delhi, regarding above cited subject, for information and necessary action at your end.

Yours faithfully,

(P.S. DHARIWAL)
ADMINISTRATIVE OFFICER (CDN)

Encl: As above.

F. No. 5(2)/2014/CIR./CDN/TTE/ 218—222   Dated: 04/05/2016

Copy to the following for information please:-
    1.   P.S to Secretary/Director, TTE(HQ)
    2.   P.A. to Spl. Director-I & II, TTE(HQ)
    3.   Assistant Programmer, TTE (HQ), Pitampura, Delhi-34 with the request to upload the enclosed copy of letter on the website of this Department at the earliest and return the same to this branch after uploading.

Circular

(P.S. DHARIWAL)
ADMINISTRATIVE OFFICER (CDN)

GOVERNMENT OF N.C.T. OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, 'A' WING, DELHI SECRETARIAT
NEW DELHI-110002.

F.No.41/1187/2015/GAD/(Admn.)/ 897

Office of Pr. Secretary TFM Dated : 29|03|16

Dairy No............687

Date............31/3/16

The Manager (Travel Division)
DTTDC
Emporia Building
Connaught Place
New Delhi.

Subject : <u>To provide a print out of rate chart of Air India applicable for the same destination on the date of booking tickets by Private Airlines to ensure that air fare of private airlines is less than the air fare of Air India.</u>

Sir/Madam,

I am directed to enclose herewith the Finance Department, Govt. of NCT of Delhi's OM No.F.20/10/2016-AC/104-28 dated 25.02.2016. Your attention is invited to clause (c) of the abovesaid OM.

In view of the above, you are requested to adhere to the directions of the Finance Department that whenever officials submits the reimbursement claim of travel by private airlines, they should be provided a printout of rate chart of air fare of Air India taken from their official web-site, i.e. the air fare applicable for the date of booking of ticket of private airlines.

This issues with the prior approval of the competent authority.

Yours faithfully,

(KRISHAN LAL)
Dy. Secretary (GAD/HOO)

Encls. : as above

1. P.S. to Pr. Secretary to CM, GNCT of Delhi.
2. Secretaries to the Ministers, GNCT of Delhi.
3. P.S. to Leader of opposition
4. P.S. to Chief Secretary, GNCT of Delhi.
5. P.S. to Financial Commissioner, GNCT of Delhi.
6. All Pr. Secretary/Secretary/Spl. Secretary/Addl. Secretary/Joint Secretary/Deputy Secretary/Suptd in General Administration Department, GNCT of Delhi.

Letter 2015

1025/E-1V
07/04/16

270/CDN/TTF
07/04/16

Diary No. 1602 /Addl. Dir. Br.
04.04.2016
Circulate to all.

GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department,
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

No.F.20/10/2016-AC/ 104-28   Dated: 25\2\16

To

    1. All the Pr. Secretaries / Secretaries / Heads of Departments
        of Government of NCT of Delhi.

OFFICE MEMORANDUM

Subject: **Travel by air while on tour / LTC.**

    As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 13.07.2009, Government servants entitled to travel by air on tour are required to travel only by Air-India. As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 16.09.2010, while on LTC Government servants entitled to travel by air are required to travel by Air-India in Economy Class at LTC-80 fare.

    Instances have come to the notice of the Finance Department that the airfare being charged by Air-India is much higher than that of private airlines. The matter has been reviewed and it has been decided by the competent authority that w.e.f. 01.03.2016 the following procedure will be followed in respect of air travel on tours and LTC so as to contain the Government expenditure to that extent.

    (a)   Entitled category officers are allowed to travel by any airlines, i.e., either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air-ticket does not exceed that of Air-India on the date of journey. Officers should endeavour to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class;

    (b)   In all cases whenever a Government servant travels by air, he/she is required to book the air tickets through booking counters / offices / websites of Air-India or Private airlines or through the approved travel agencies viz., M/s Balmer Lawrie & Co. Ltd. / M/s Ashok Tours & Travels Ltd. / IRCTC / DTTDC. Booking of tickets through any other agency is not permissible.

    (c)   No reimbursement of air fare shall be allowed more than that of Air-India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e., the air fare applicable on the date of booking of ticket of private airlines.

    (d)   Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

This issues with the approval of Dy. CM / FM.

(S.N. Sahai),
Pr. Secretary (Finance).

Copy forwarded to the following for information:-

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. Secretaries to all the Ministers of Government of NCT of Delhi.
4. Spl. Secretary / Dy. Secretaries / Under Secretaries of FD.
5. Web site of Finance Department.

92 THE SECRETARY,
DEPTT. OF TRAINING & TECHNICAL EDUCATION,
MUNI MAYA RAM MARG,
PITAMPURA, DELHI-88.

(CDN)