

GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
GLNS COMPLEX, DELHI GATE, NEW DELHI-02

No. F.10 (232)/2015/DSW/ Cir./Estt./ Pt-I /308-378

Dated:

05 APR 2016

**CIRCULAR**

Please find enclosed a copy of letter No. F.41/1187/2015/GAD/(Admn)/897 dated 29/03/16 issued by the Dy. Secretary (GAD/HOO), General Administration Department, GNCT of Delhi, alongwith its enclosure, a copy of Office Memorandum No. F.20/10/2016-AC/104-28 dated 25/02/2016, for information and further necessary action.

This issues with the prior approval of Competent Authority.

Encl: As above.

|  
Supdt. (Admn.)

No.F.10(232)/2015/DSW/ Cir./Estt./Pt-I/308-378

Dated:

05 APR 2016

**Copy for information to:**

1. P.S to Secretary, HQ, Department of Social Welfare.
2. P.S to Director, HQ, Department of Social Welfare.
3. P.A to Addl. Director, HQ, Department of Social Welfare.
4. All DDs, DSW, GNCTD, Delhi Gate, Delhi.
5. All DOs, DSW, GNCTD, Delhi Gate, Delhi.
6. All DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi
7. System Analyst, DSW for uploading the circular on the Departmental website.
8. Guard file.

  
Supdt. (Admn.)

**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 the Secretary/SW/WCD  
Deptt. of Social Welfare  
Govt. of NCT of Delhi

Dated : 29/03/16

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

31 MAR 2016

By No. 4742

**Subject : 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.**

Sir/Madam,

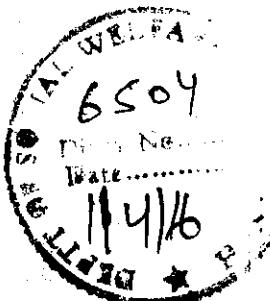
I am directed to enclose herewith the Finance Department, Govt. of NCT of Delhi's CM No.F.20/10/2016-AC/104-28 dated 25.02.2016. Your attention is invited to clause (c) of the abovesaid OM.

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,

*(Signature)*  
29/3/16  
**(KRISHAN LAL)**  
Dy. Secretary (GAD/HOO)

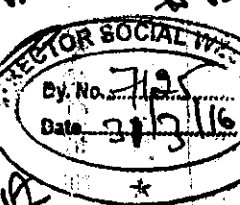


Encls. : as above

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/Secty/Spl. Secretary/Addl. Secretary/Joint Secretary/Deputy Secretary/Suptd in General Administration Department, GNCT of Delhi.

Pl. retain a copy & forward to DD (Admn-1) for circulation to all Homes/Institutions of SW Deptt.

Letter 2015



*Handwritten notes:*  
Add. Dir.  
2/13  
1/13  
2/13

*Handwritten note:*  
4114/Admn-1  
31/3/16

*Handwritten note:*  
A.O.  
29-3-16

*Handwritten note:*  
01/4/2016

*Handwritten notes:*  
Mr. P. Singh  
Mr. H. Singh  
01/4/2016

*Handwritten note:*  
01/4/2016

*Handwritten note:*  
DD (Admn-1)  
01/4/16

**GOVERNMENT OF NCT OF DELHI**  
**Finance (Accounts) Department,**  
**'A' Wing, 4<sup>th</sup> 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 air-fare 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 / DTTC. 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), 25/2/16  
Pr. Secretary (Finance).

(contd.....P/2)