

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**OFFICE OF THE COMMISSIONER (LABOUR)**  
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**F.1/31/1067/LC/Estt./Misc./2021/Vol-II/8936-8943 Dated: 24/02/2023**

**CIRCULAR**

It has been observed that Officers/Officials are not following the instructions of letter No. F.20/25/2021/Finance (Policy)/2191-2200 dated 27-06-2022 and OM No. F.31011/12/2022-Estt.A- IV dated 29.08.2022 of DoPT in true spirit while booking the air tickets on LTC/TA.

The Officers/Officials are hereby requested to follow the guidelines while booking their Air Tickets for journey on LTC (Home Town/Anywhere in India) in order to process the LTC claim timely, which may get delayed due to lack of knowledge of latest instructions on the subject.

All the officers/officials are requested to refer the O.M. No. 19024/03/2021-E.IV dated 16.06.2022 by Expenditure Department, Ministry of Finance and O.M 31011/12/2022-Estt.A-IV dated 29.08.2022 on the subject and follow the instructions mentioned therein while claiming the LTC (Home Town/Anywhere in India).

The copies of these OMs are enclosed.

This issues with the approval of Competent Authority.

*Chandra*

24.2.23  
(VIJAY CHANDNA)

**DY. LABOUR COMMISSIONER (ADMN.)**

**F.1/31/1067/LC/Estt./Misc./2021/Vol-II/8936-8943 Dated: 24/02/2023**

Copy to:

1. PA to Commissioner/Addl.LC/DLC (A), Labour Department, Delhi.
2. DCA/IFA, Labour Department, Delhi.
3. JLC/DLC, All Districts to circulate among the staff.
4. ISH/EI, HQ to circulate among the staff.
5. DDO, Labour Department, Delhi.
6. System Analyst to upload the order on the website of Labour Department.
7. Notice Board, HQ/All Districts, Labour Department, Delhi.
8. Guard file.

*Chandra*

24.2.23  
(VIJAY CHANDNA)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**FINANCE (POLICY) DEPARTMENT**  
**4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI 110002**  
**CD No.012674965**

No. F. 20/25/2021/Finance (Policy)/2/91-2200 Dated: 27/06 /2022

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following with a stipulation that DTTDC is the only authorised travel agent in case of booking of air tickets for tour ( both domestic and international travel) and in case of LTC, DTTDC is also an authorised travel agency in addition to three authorised travel agents mentioned below para-1 of OM dated 16/06/2022 for booking of air tickets for employees of Govt. of NCT of Delhi and Autonomous bodies under GNCTD control: -

1. All Heads of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers through Principal Accounts Office, Vikas Bhawan, Govt. of NCT of Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner, North Delhi Municipal Corporation & South Delhi Municipal Corporation, Civic Centre, Minto Road, New Delhi.
5. Commissioner, East Delhi Municipal Corporation, Udyog Sadan, Patparganj, Delhi.
6. Chairperson, NDMC, Palika Kendra, New Delhi.
7. Chief Executive Officer, Delhi Cantonment Board, Delhi.
8. CEO, Delhi Urban Shelter Improvement Board, I.P. Estate, New Delhi.
9. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)
10. Guard File.

  
(P.V.S.S. Subba Rao)  
Jt. Secy.(Finance/Policy)

List of paper forwarded

S.No	Name of the Ministry/ Deptt	OM No. and dated	Subject
1	Department of Expenditure, Ministry of Finance, Government of India	O.M. No. 19024/03/2021.E.IV dated 16 <sup>th</sup> June, 2022	Modification of Instructions regarding Booking of Air Tickets on Government Account.

North Block, New Delhi.  
Dated the 16<sup>th</sup> June, 2022

OFFICE MEMORANDUM

**Subject: Modification of instructions regarding Booking of Air Tickets on Government account.**

In view of the decision of the Government for disinvestment of Air India, it has already been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.

- (i) M/s Balmer Lawrie & Company Limited (BLCL),
- (ii) M/s Ashok Travels & Tours (ATT)
- (iii) Indian Railways Catering and Tourism Corporation Ltd (IRCTC).

2. The choice of the travel agent for booking of ticket for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.
3. Employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a given slot at the time of booking -
  - (a) On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00
  - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.
5. Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.
6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.
7. Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.