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No.F.20/13/2013/ACI/USfa/218-238  
GOVERNMENT OF NCT OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT  
'A' WING, 4<sup>th</sup> Level, Delhi Secretariat  
I.P.Estate, New Delhi.

Delhi: 02/08/13.

ENDORSEMENT

The copies of the under mentioned papers are forward herewith for necessary action and strict compliance to the following:

1. All Pr. Secretaries/Secretaries/Special/Addl./Joint Secretaries/ Deputy Secretaries/Under Secretaries of GNCT of Delhi.
2. All Head of Departments, GNCT of Delhi.
3. All Heads of Autonomous Bodies, Govt. of NCT of Delhi
4. Commissioner, MCD (North, East & South), Town Hall, ChandiniChowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi
6. Chief Executive Officer, Delhi Cantonment Board,
7. CEO, Delhi Urban Shelter Improvement Board, IP Estate, New Delhi.
8. Guard file
9. Website of Finance Department.

EXECUTIVE ENGINEER (EDP)

DIARY No. 2538

DATE 16/8/13

[T.ALOSIOUS]

Under Secretary (Finance-A/cs)

List of paper forwarded

S.No.	Name of the Ministry	OM No. & Date	Subject
1.	GOI, Ministry of Finance, Department of Expenditure	No. 19024/1/2012-E.IV dated 9-7-2013	Guidelines on Air Travel on Official Tours / Leave Travel Concession (LTC)-Regarding.



CEO  
M(Am)  
Dir (Gen)  
J.D.II & D.D.S.

For circulation to all concerned pl.  
13/9

MEMBER (FINANCE)  
DELHI JAL BOARD  
DIARY NO. 2250  
DATE 13/8/13

Director (F & A)  
Delhi Jal Board  
Diary No. 2250  
Dated 13/8/13

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EE (EDP)

All AAOs/ADs  
DDO's



No. 19024/1/2012-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated: the 9<sup>th</sup> July, 2013

Office Memorandum

Subject: Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC) reg.

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time-to-time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at Booking centers/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours (ATT) [Department of Expenditure OM No. 19024/1/2009-E.IV dated 16.09.2010 refers]. Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) [Department of Personnel & Training OM No. 31011/6/2002-Estt. (A) dated 02.12.2009 refers].

2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of in addition to BLCL and ATT, the services of IRCTC can also be availed of.

3. All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.

*(Signature)*

(Sudhakar Chand)

Deputy Secretary to the Government of India

*Secretary*

To All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to: I.C.&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.

(SHAKTI SINGH)  
Pr. Secretary (Finance) MoF with the request to upload the OM on the website of this Ministry.

*USF(A/est)*  
*dy*  
*11/7*

*17.07.13*

MEMBER (FINANCE)  
DELHI JAL BOARD  
DIARY NO. ....  
DATE .....