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सं ए/74408/मुप्रअ/संचलन-II

रक्षा मंत्रालय

MINISTRY OF DEFENCE

{सं स (प्रशि) एवं मुप्रअ का कार्यालय}

{Office of the JS (Trg) & CAO}

**CLARIFICATION REGARDING PURCHASE OF AIR TICKETS FROM
AUTHORISED TRAVEL AGENTS FOR THE PURPOSE OF LTC**

Enclosed herewith please find DOP&T OM F.No.31011/4/2014-Estt (A.IV) dated 19.06.2014 on the subject cited above forwarded by Min of Defence D(Civ-II) vide their ID No.12(15)/D(Civ-II) dated 09.07.2014 for circulation please.


(पी जे जॉन)

प्रशा.अधिकारी, मुप्रअ/संचलन

18 -07-2014

संगलग्नक:- यथोपरि

मुप्रअ/समन्वय

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F.No. 31011/ 4/ 2014-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 19th June, 2014

OFFICE MEMORANDUM

Subject: - Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC.

The undersigned is directed to refer to the instructions issued from time to time on the above noted subject and say that the Government employees are required to book their air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service 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 DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In a number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result various Ministries/ Departments continue to make references to DoPT seeking relaxation of the conditions for one reason or the other. The most common reasons given by the employees are unawareness of the rules and non-availability of Authorized Travel Agents viz. M/s Ashok Travels, M/s Balmer Lawrie & Company at places where the tickets have been booked from. Even in such cases, the option of booking directly from the airlines through their website is available. In no case is the booking of tickets through any other agency is permissible.

3. All the Ministries/ Departments of Government of India are advised to ensure that their employees are made aware of the above mentioned guidelines to avoid breach of any of the LTC rules.

10/6/14
(B. Bandyopadhyay)
Under Secretary to the Govt. of India

To,
All Ministries/ Departments of Government of India

Ministry of Defence
D (Civ-II)

A copy of Office Memorandum of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on the subject cited below is forwarded herewith for information and necessary action.

1670
14/7/14
Dy. No. 22/Dir (E&A)
Dt. 15-7-14

| SL No | Number | Subject |
|-------|--|--|
| 1. | F.No.31011/4/2014- Estt.(A.IV) Dated 19.06.2014. | Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC |

(Signature)
(Gurdeep Singh)
Under Secretary

~~Dir/E&A~~
Pls send a circular to all.
Dy. No. 15/7/14
Dy. CAO (FM)

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| AGMP-4(Civ)(a) | DCP/NHQ | JDPC/Air HQ(PC-5) |
| DGQA/Admn. (7-B) | DGAFMS/DG-2B | OFB, Kolkata |
| DG NCC/Per (C) | DGAQA | E-in-C Branch/EIC |
| DPR | DOP R&D/Orgn/ | JS(Trg.&CAO) |
| DGDE/Admin | Def(Fin//Pen) | CGDA |
| HQs IDS(Dir of Pers) | D(Estt./Gp.I) | |
- MOD ID No. 12 (15)/ D(Civ-II) dated 09.07.2014

Copy to :

General Secretary, AIDEF; General Secretary, INDWF; General Secretary, BPMS; General Secretary, CDRA.

Dy. No. 1546/Dy. CAO (FM)
Date. 15/07/2014

15/7
SAO / JAF

Also give me a copy to my to be for 16/7/14
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please circulate through CAO Gov
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