


रक्षा मंत्रालय  
**MINISTRY OF DEFENCE**  
सं.स.(प्रशि)एवं मुख्य प्रशासनिक अधिकारी कार्यालय  
Office of the JS (Trg) & CAO

**Procedure for booking of air-tickets on LTC – clarification - reg**

A copy of CAO/Movement Note No A/74408/CAO/Mov dated 09 Mar 2015 alongwith the following OMs on the above subject is forwarded herewith for information please.

- (a) DoP&T OM No. 31011/5/2014-Estt(A-IV) dated 24 Sep 2014.
- (b) DoP&T OM No 31011/4/2014-Estt (A. IV) dated 19 Jun 2014.
- (c) DoP&T OM No Nil dated 02 Dec 2009.

  
(प्रवीण कुमार दास)  
(Praveen Kumar Das)  
उप निदेशक (समन्वय)  
Dy Dir (Coord)

Encls : As stated above

All Coord Sections of IHQ of MoD(ArmyO/ISOs  
IHQ of MoD (Navy)/DOA(Civ)  
IHQ of MoD (Air)/PC Coord  
All Sections of CAO's Office  
NDC, Tees January Marg  
HQ ATVP, JCB Metcal House, WESSE

MoD JS(Trg) & CAO ID No. A/22192/CAO/Coord dated २७ Mar 2015

Copy to :-

PPS to JS(Trg) & CAO  
PS to Dir (HR)  
PS to Dir (E&A)  
PA to All Dy CAOs/Dir DHTI

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सं ए/74408/मुप्रअ/संचलन-11

**रक्षा मंत्रालय**  
**MINISTRY OF DEFENCE**  
**{सं स (प्रशि) एवं मुप्रअ का कार्यालय}**  
**{Office of the JS (Trg) & CAO}**

**Subject:- Procedure for booking of air-tickets on LTC -  
clarification reg.**

Ministry of Personnel, Public Grievances and Pensions, DOP&T  
Office Memorandum No.31011/5/2014-Estt.(A-IV) dated 24.09.2014  
containing procedure for booking of air tickets on LTC alongwith  
relevant OMs referred therein are forwarded herewith for circulation  
please.

  
(T K Singh)  
Dy Director  
SAO/MF  
09 Mar 2015

Encl: As stated

CAO/Coord ✓

**Copy to:-**

CAO/EDP Cell – for necessary action.

नु.म.अ./सं.सं.सं.	CAO/Coord
उप मुप्रअ (अनुसक) Dy CAO (DOW)	12-3-15
उप निदेशक (संचलन) Dy Dir (Coord)	1
प्र. अ. A.O.	12/3
प्र. सं. Dy No.	1204
दिनांक Date	12.3.15



No. 31011/ 5/ 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: 24<sup>th</sup> September, 2014

**OFFICE MEMORANDUM**

**Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.**

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19<sup>th</sup> June, 2014, as per which the Government employees are required to book the 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. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5<sup>th</sup> September, 2014 which are as under:

- (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India/airlines, are required to be paid to the aforementioned authorised travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

*10/14*  
(B. Bandyopadhyay)  
Under Secretary to the Govt. of India  
Ph. (011) 23040341

To

**All Ministries/ Departments of the Government of India.**

Contd...

