Dated: 16-08-2018

Office Memorandum

Subject: Guide Lines for Travel Allowance & Leave Travel Concession- Booking of Tickets, Air Travel etc.

Reference is invited to various guidelines issued by the govt. of India w.r.t expenditure on official tours as well as LTC esp. booking of Air Tickets through authorized agent and travel by Air India only. Keeping in view the instructions issued by the Govt. of India w. r. t Air Travel, following guidelines are hereby issued for strict adherence and compliance.

A) Guidelines for Travel by Air on official Tours

a) Booking of Tickets

- i) Air tickets needs to be purchased either directly from the airlines (booking counters/website) i. e Air India or through authorized agents only viz., `M/s Balmer Lavrie and Co. Ltd.', `M/s Ashok Travels and Tours Ltd.' and `IRCTC'. Relaxation on account of ignorance/unawareness of these guidelines will not be considered.
- ii) Travel must be in Air India only for air journey and train or public transport for road journey.
- iii) Tour approval in standard format must be approved from competent authority before the start of outward journey.
- iv) Claim bill to be submitted on the prescribed format within time limit enclosing all original documents like tickets, boarding pass, food bill, lodging bill, conveyance bill etc. Blue card shall not be treated as tour approval.
- v) Air travel tickets be booked well in advance at least 30 days before date start of the out ward journey. However, Director NIPER SAS NAGAR can relax the period, keeping in view the circumstances and exigency of travel.
- vi) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department has to mention in the meeting notice that the Non-official member has to purchase the ticket from authorized travel agent.
- vii) Prior approval of Director is required for travel by Taxi/ Own Car etc. for official tours as well as travel of external experts/examiners/ official invitees etc. shall be required.
- b) Submission TA Claim Bill: When advance is taken TA claim is to be submitted within 15days and if no advance is taken, then claim is to be submitted within 60 days from the date of completion of journey. Otherwise claim will be forfeited. TA Bill is required to be submitted, even if tickets arranged by the office and there happens to be nil claim, to regularize the official travel.
- c) Above instructions are basically related to Air travel. Other conditions as per FR/SR-TA Rules continue to apply.

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B) Guidelines for Leave Travel Concession

i) Booking of Tickets

- Travel by air continues to be performed by Air India in Economy class at LTC-80 fare or less.
- 2. For journey by air to Jammu & Kashmir, travel by any airline is allowed, however, the journey should be undertaken in Economy class at a fare less than or equal to LTC-80 fare of Air India.
- 3. Air tickets needs to be purchased either directly from the airlines (booking counters/website) or through authorized agents only viz., `M/s Balmer Lawrie and Co. Ltd.', `M/s Ashok Travels and Tours Ltd.', `IRCTC'. Relaxation on account of ignorance/unawareness of these guidelines will not be considered. Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible.

Non-entitled Government servants travelling by air on LTC and claiming entitled rail fare, the condition of booking the air tickets through authorised travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours', 'IRCTC' may not be insisted upon. In rest of the cases, the condition of booking the tickets through authorised modes shall continue to follow.

- 4. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.
- ii) Submission LTC Claim Bill: When advance is taken claim is to be submitted within one month and if no advance is taken, then claim is to be submitted within 3 months. Otherwise he claim will be forfeited.
- Above instructions are basically related to Air travel. Other conditions as per LTC Rules 1972 and amendments thereafter, continues to apply.

This issue with the approval of Competent Authority.

Important OMs issued by the Govt. of India are attached as annexure A to D for reference

(Jitender K Chandel)
Deputy Registrar(F&A)

No. 19030/1/2017-E.IV Government of India Ministry of Finance Department of Expenditure

New Delhi, the 13th March, 2018

OFFICE MEMORANDUM

Sub: Time-limit for submission of claims for Travelling Allowances – regarding.

Consequent upon the issuance of General Financial Rule (GFR)-2017, vide Rule 290 of GFR-2017, time-limit for submission of claim for Travelling Allowance (TA) has been changed from one year to sixty days succeeding the date of completion of the journey. Accordingly, in supersession of this Department's OM NO. F.5(16)-E.IV(B)/67 dated 13.06.1967 & OM No. 19038/1/75-E.IV (B) dated 18.02.1976, it has been decided with the approval of Competent Authority that the claim of a Govt. servant to Travelling Allowance/Daily Allowance on Tour/Transfer/Training/Journey on Retirement, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

- 2. In respect of claim for Travelling Allowance for journey performed separately by the officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. Similarly, TA claims in r/o transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the Govt. servant at the new station.
- The date of submission of the claims shall be determined as indicated below:-

(i)	In the case of Officers who are their own Controlling Officer.	The date of presentation of the claim at the Treasury/Cash Section.
(ii)	In the case of Officers who are not their own Controlling Officer.	The date of submission of the claim to the Head of Office/Controlling Officer.

- 4. In the case of claims falling under category 3(ii), which are presented to the Treasury after a period of sixty days succeeding the date of completion of journey, the date of submission of the claim will be counted from the date when it was submitted by the Govt. servant to the Head of Office/Controlling Officer within prescribed time-limit of sixty days.
- 5. A claim for Travelling Allowance of a Govt. servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of the supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.

- These orders are not applicable in r/o Leave Travel Concession (LTC) claims which are governed by separate set of rules of DoPT.
- These orders shall be effective from the date of issue of this O.M.
- 8. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, this order issues in consultation with the Comptroller & Auditor General of India.

(Nirmala Dev)
Deputy Secretary to the Government of India

To,

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

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.

Annex. B

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi Dated the 19th July, 2017

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours - Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

- This Department is receiving a large number of proposals from various Ministries/Departments seeking expost-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.
- 3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:
- (i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.
- ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.
- iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.
- iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.

(Nirmala Dev)
Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list Copy O/o C&AG, UPSC etc. as per standard endorsement list.

No. 31011/ 3/ 2014-Estt.(A-IV) Government of India Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training Establishment (A-IV) Desk

North Block, New Delhi-110 001 Dated: September 19, 2016

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 --- Relaxation to travel by air to visit NER, J&K and A&N.

The undersigned is directed to refer to this Department's O.M. of even no. dated 09.09.2016 on the subject noted above regarding extension of the scheme to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N). As clarifications have been sought from many quarters, it is clarified that the following schemes have been extended for a further period of two years, w.e.f. 26th September, 2016:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled government servants for visiting NER, J&K and A&N.
- (iii) Permission to undertake journey to Jammu and Kashmir by private airline.
- 2. The above special dispensation is subject to the following terms & conditions:
- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/ J&K against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants whose Home Town and Headquarters/place of posting are the same are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years applicable to them.
- (iv) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class at LTC-80 fare or less. While travelling to North-East region and Port Blair, journey has to be performed by Air India only. However, while availing LTC to Jammu & Kashmir, service of any airlines may be availed.
- (v) Government servants not entitled to travel by air are allowed to travel by air in the following sectors:
 - (a) Between Kolkata/ Guwahati and any place in NER by Air India only in Economy class at LTC-80 fare or less.

Contd...

From pre-page:

- (b) Between Kolkata/ Chennai/ Bhubaneswar and Port Blair by Air India only in Economy class at LTC-80 fare or less.
- (c) Between Delhi / Amritsar and any place in J&K by any airlines in Economy class at LTC-80 fare or less.

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar/ Delhi/ Amritsar will have to be undertaken as per their entitlement.

- (vi) Air travel by non-entitled officers to NER, J&K and A&N is allowed whether they avail the normal anywhere in India LTC or in lieu of the Home Town LTC as permitted.
- (vii) Air Tickets are to be purchased 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's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
- 3. Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

(Mukesh Chaturvedi)
Director (Establishment)
dire-dopt@gov.in

To
The Secretaries
All Ministries/Departments of Government of India
(As per the standard list)

Copy to:-

- Comptroller & Auditor General of India, New Delhi.
- 2. Union Public Service Commission, New Delhi.

Contd...

From pre-page:

- 3. Central Vigilance Commission, New Delhi.
- 4. Central Bureau of Investigations, New Delhi.
- 5. Parliament Library, New Delhi.
- 6. All Union Territory Administrations.
- 7. Lok Sabha/Rajya Sabha Secretariat.
- 8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- 9/NIC, DoP&T with the request to upload this OM on Department's website (OMs/Orders->Establishment-> LTC Rules)
- 10. Hindi section for Hindi version.

Annea D

No. 19024/1/2009-E.iV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, dated the 7th June, 2016.

OFFICE MEMORANDUM

Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases-reg.

Reference is invited to Department of Expenditure's O.M. of even number dated 13th July, 2009 which provides that in all cases of air travel, both domestic and international, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, the powers were vested with Ministry of Civil Aviation to accord exemption in Individual cases.

- 2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/ Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.
- 3. To regulate the individual claims, guidelines and proforma for seeking relaxation for travel by airlines other than Air India, are enclosed at Annexure -A & B.

(Nirmala Dev)

Deputy Secretary to the Government of India Tel.23093276

To

All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments(As per list)

GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

- 1. Request for seeking relaxation is required to be submitted in the Proforma (Annex. B)
- The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.
- 3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.
- Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS
 Certificate issued by authorized travel agents or a copy of the sector specific snapshot of
 Air India website.
- 5. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.
- Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.
- Availability of lower fare is no criteria for seeking relaxation.
- 8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting actice and approved tour programme.
- 9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto the place upto which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has codeshare partner, the same must be utilised.
- For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights to the extent possible.
- 11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

Annexure-B

PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA

Sl.	Item of Information	Remarks
No.		
1.	Name	
2.	Designation	
3.	Name of the organization/Division	
4.	Date of visit	
5.	Whether Foreign travel / Domestic travel / LTC	
6.	In case of official visit, copy of approved tour programme.	
7.	Whether entitled for Air travel as per rules	
	If not, copy of approval of competent authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
9.	Attach print out of communication with official website of Air India and Govt. authorized travel agents viz. Ashok Travels& Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
10.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India	
11.	Undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he/she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.	

(Signature of the individual travelling)* (Signature of the Head of the Office)

RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY

*(Signature of Joint Secretary)

*Note:In case the individual travelling is holding the appointment of JS or above in the Ministry, no separate approval of Head of the Organization and approval of the Administrative Division/Ministry is required. In such cases, self-certification by the travelling officer (JS &above) will be sufficient for submitting their proposal for grant of the said permission.