

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

No. FE. 98(01)2014/DDA/ 248

Dated: 13-5-15

F&E Circular No.10 /2015

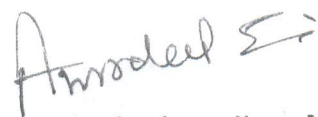
Sub:- Guidelines on Air Travel on Tour /LTC.

Department of Expenditure, Ministry of Finance, Govt. of India had issued **Guidelines on Air Travel on Tour /LTC** vide Office Memorandum No. 19024/1/2009-E.IV dated 16.09.2010, which was accordingly circulated in DDA vide this office letter No. FE.98(Misc)/2010/DDA/123 dated 23.11.2010. However, it has been observed that aforesaid guidelines are not being followed and the officials/officers while undertaking LTC journey, have either travelled by Private Airlines or purchased air tickets by private agents.

Therefore, the Department of Expenditure, Ministry of Finance, Govt. of India OM No. 19024/1/2009-E.IV dated 16.09.2010 is re-circulated for strict compliance by all officers/officials.

This issues with the approval of Finance Member, DDA.

Encl: As above.



[Amardeep Singh Chowdhary]
Chief Accounts Officer

No. FE. 98(01)2014/DDA/ 248

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Copy to :-

1. PS to FM, DDA for information of the latter;
2. Pr.Commissioner(Personnel)/CVO/CLA, DDA;
3. Commissioner(Personnel)/LD /LM/Housing
4. Commissioner-cum-Secretary, DDA;
5. FA(Housing)/Director(LC)/Audit/Finance/Medical & Pension;
6. Director(Sys.) with the request to upload the circular on DDA website;
7. All Zonal Dy. CAOs to re-circulate these guidelines to the officers/officials under their pay control;
8. Dy.CAO(HQ-I/Works/Audit/Pension/Medical/A/cs/Budget/Estt. ;
9. Sr.AO(Estt.)-Gaz. & NG/Housing/Sr.AO(PE)/PAO(EW)/AO(Sports)-I & II;
- 10.Guard File;


Sr.Accounts Officer[F&E]
D.D.A.

201/c

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

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services 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 DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India