

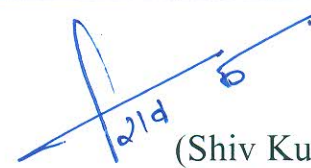
रक्षा मंत्रालय  
**MINISTRY OF DEFENCE**  
 (संयुक्त सचिव (प्रशि.) एवं मुप्रअ का कार्यालय)  
**(Office of the JS(Trg) & CAO)**

**Subject :- Guidelines on Air Travel on Tours/LTC.**

Following Govt of India, Ministry of Finance, Deptt of Expenditure Office Memorandum containing guidelines on Air Travel on Tours/LTC is forwarded herewith for circulation please.

<u>SNo</u>	<u>Letter No</u>	<u>Subject</u>
(i)	OM No. 31011/6/2002-Estt(A) dated 02 Dec 2009..	LTC TO Central Government Employees – Travel by tour packages operated by IRCTC.
(ii)	OM No. 19024/1/2009-E.IV dated 16 Sep 2010	Guidelines on Air Travel on Tours/LTC.
(iii)	F. No. 19024/1/2009-E.IV dated 04 Mar 2011	Clarification regarding reimbursement of LTC-80 Fare.
(iv)	CGDA Circular No. AN/XIV/14162/TA/DA/LTC dated 24 Aug 2011	Instruction on booking of tickets from an agency other than the authorised travel agents.
(v)	OM No. 19024/1/2012-E.IV dated 09 July 2013	Guidelines on Air Trael on Official Tours/Leave Travel Concession - reg

Encl : As above

  
 (Shiv Kumar)  
 Dy Director, Movement  
 for JS(Trg) & CAO

11 Apr 2016

**CAO/Coord**

**Copy to :-**

**CAO/EDP Cell** : for downloading in CAO's website.

North Block,  
New Delhi,  
Dated the 2nd December. 2009.

OFFICE MEMORANDUM

Subject: LTC to Central Government Employees – Travel by tour packages operated by IRCTC.

The undersigned is directed to refer to DOP&T O.M. of even number dated 14.3.08, allowing tours by road conducted by the Indian Railway Catering and Tourism Corporation (IRCTC), a Government of India's undertaking under the Min. of Railways for the purpose of reimbursement of LTC by Government servants on the lines of ITDC/STDC and to say that as the IRCTC is also offering tour packages involving air travel in the sectors like Delhi - Leh, Delhi - Srinagar, Jaipur - Goa, Chennai/Calcutta - Port Blair etc., the question of allowing LTC packages of IRCTC, including the component of air travel has been examined in consultation with the Min. of Finance.

2. It has now been decided to allow the re-imbursement of air fare along with rail and road fare in the case of LTC journey of Government servants in tours offered by IRCTC for reimbursement under LTC provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of Govt. of India issued from time to time in this regard such as journey by Air India under LTC 80 scheme in economy class without package benefits etc.

(P. Prabhakaran)  
Deputy Secretary to the Govt. of India

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission.
9. Central Bureau of Investigation.
10. All Union Territory Administrations.

1/3 (C-11)  
17.12.09

(C-11)

Signature

31

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

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New Delhi dated the 16<sup>th</sup> 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. → *amended vide OM No. 04/03/2011 (lower fare admissible)*
- (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

