



राष्ट्रीय सहकारी प्रशिक्षण परिषद

NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)

No. 2-2/1/2022-Pers

Dated:- 24/11/2022

To

1. The Registrar,
VAMNICOM,
Pune.
2. The Director,
Regional Institute of Cooperative Management,
(All -4).
3. The Director,
Institute of Cooperative Management,
(All-14)

Subject:- Instructions on booking of Air Tickets on Government Account in respect of
Leave Travel Concession)LTC) – reg.

Sir,

I am directed to forward herewith the Department of Personnel & Training's O.M. No. 31011/12/2022-Estt. A-IV dated 28/8/2022 on the subject mentioned above and to say that as per provisions contained in aforesaid O.M. the following points should be strictly adhered by all Institutes in the matter of LTC claims of their employees:-

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorised Travel Agents (ATAs) namely:-
 - (a) M/s Balmer Lawrie & Company Limited (BLCL).
 - (b) M/s Ashoka Travels & Tours (ATT).
 - (c) Indian Railways Catering and Tourism Corporation Ltd (IRCTC).
- ii. The Choice of the travel agent for booking of ticket from the three authorised travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
 - (a) On the day of travel in the desired 3 hours slot of following time band-
00.00 hrs. To 03.00 hrs, 3.00 hrs. To 06.00 hrs, 6.00 hrs to 9.00 hrs, 9.00 hrs to 12.00 hrs, 12.00 hrs to 15.00 hrs, 15.00 hrs to 18.00 hrs, 18.00 hrs to 21.00 hrs, 21.00 hrs to 24.00 hrs.

- (b) With provision of optimizing within a 10% price band, for the convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC to avail the most competitive fares and minimize burden on the exchequer.
 - v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hrs. Before intended travel on LTC will require the submission of self-declared justification by employees. All ATSS have been directed to provide zero/nil cancellation charge. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to circumstances/reasons beyond the control of the Government employee.
 - vi. Employee should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
 - vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employee must register their official Government email-id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
 - viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorised travel agent/website, the Financial Advisors of the Ministries/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
 - ix. No mileage Points will be generated against travel on Government account.

Further instructions relating to Provision of advances and Provisions of reimbursement may also be adhered to.

2. It may also be noted that henceforth respective Directors being Head of Department of the Institute shall grant permission to avail LTC in respect of entire staff of Institute excluding Director, in whose case permission to avail LTC may be obtained from NCCT (HQ).

3. The Directors of all training units are requested to ensure that the above instructions are strictly followed by the concerned training units. These instructions may also be brought to the notice of all employees of Institute.

Yours faithfully,


(Manish Bhatia) 24/11/22

Administrative Officer

Encls:- As above.

Copy to:-

1. PA to Secretary, NCCT Headquarters, New Delhi.
2. All Officers, NCCT Headquarter, New Delhi.
3. The Administrative Officer, NCCT Headquarter, New Delhi.

F. No. 31011/12/2022-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi.
Dated 29th August, 2022

OFFICE MEMORANDUM

Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
 - (a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
 - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

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- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- (ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.


(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, 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. Hindi Section for Hindi version.
