

OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL) "LEKHA  
PARIKSHA BHAVAN", 361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018

DGA(C)/CLAIMS II/IV/26-02/2024-25/13

09.01.2025

**CIRCULAR No -20**

**Sub:** Booking of Air tickets under LTC Scheme prior to 21 days –Reg.

**Ref:** 1. DoPT OM. No. 31011/12/2022-Estt(A-IV), dt. 29.08.2022

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Leave Travel Concession (LTC) scheme is a concessional travel facility for the Government employees to visit their Hometown or to visit any place in India during a block of four years. In terms of provisions of the Scheme, the Government employees have the option either to avail Hometown LTC twice in a block of two years each or to visit home town once in a period of two years and to visit any place in India in another block of two years. The current block of four years is 2022-25 with two years block of 2022-2023 and 2024-2025.

Instructions from DOPT regarding booking of Air tickets were issued in vide OM No. 31011/12/2022-Estt(A-IV), dt. 29.08.2022(the copy of the circular is enclosed) **in which following were emphasized:**

In all cases of air travel in respect of LTC, air tickets shall be purchased from the three Authorised 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)
- i. 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, 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 claim.

- ii. Employees are encouraged to book air tickets **at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimise burden to the exchequer.**

It is observed that in many cases the instructions regarding booking of air tickets well in advance were not being followed. Hence, it is hereby instructed to furnish valid reasons / justifications for such non-compliance. It is also noted that the officials are submitting LTC intimations / applications at a very short period before the date of Outward Journey. As minimum time is required to process the applications it is advised to submit the LTC Advance and EL Encashment on LTC application at least 10 days prior to the date of onward journey.

This issues with the approval of Director /Administration dated 09-01-

2025

Digitally signed by

Ramesh M S

Date: 09-01-2025 12:28:24

**SENIOR AUDIT OFFICER/CLAIMS**



महानिदेशक लेखापरीक्षा (केंद्रीय), चेन्नै का कार्यालय,  
लेखापरीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै – 600 018

मनिलेप(के)/दावा III/ IV/26-02/2024-25/13

दि. 09.01.2025

**परिपत्र- 20**

विषय- एलटीसी योजना के अंतर्गत 21 दिन पूर्व हवाई टिकटों की बुकिंग के संबंध में  
संदर्भ- सं. 1.DoPT OM.No.31011/12/2022-Estt(A-IV),dt. 29.08.2022

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अवकाश यात्रा रियायत (एलटीसी) योजना सरकारी कर्मचारियों के लिए चार साल के ब्लॉक के दौरान अपने गृहनगर या भारत में किसी भी स्थान पर जाने के लिए रियायती यात्रा सुविधा है। योजना के प्रावधानों के अनुसार, सरकारी कर्मचारियों के पास या तो दो साल के ब्लॉक में दो बार गृहनगर एलटीसी का लाभ उठाने या दो साल की अवधि में एक बार गृहनगर जाने और दो साल के दूसरे ब्लॉक में भारत में किसी भी स्थान पर जाने का विकल्प है। चार साल का वर्तमान ब्लॉक 2022-25 है जिसमें 2022-2023 और 2024-2025 के दो साल के ब्लॉक हैं।

हवाई टिकटों की बुकिंग के संबंध में डीओपीटी की ओर से निर्देश कार्यालय ज्ञापन संख्या 31011/12/2022-स्था.(ए-IV), दिनांक 29.08.2022 (परिपत्र की प्रति संलग्न है) के माध्यम से जारी किए गए, जिसमें निम्नलिखित पर जोर दिया गया:

एलटीसी के संबंध में हवाई यात्रा के सभी मामलों में, हवाई टिकट तीन अधिकृत ट्रेवल एजेंटों (एटीए) से खरीदे जाएंगे:

- a. मेसर्स बामर लॉरी एंड कंपनी लिमिटेड (BLCL)
- b. मैसर्स अशोक ट्रेवल्स एंड टूरर्स (ATT)
- c. भारतीय रेलवे खानपान एवं पर्यटन निगम लिमिटेड (IRCTC)

i. सरकारी कर्मचारियों को अपनी यात्रा श्रेणी के लिए सर्वोत्तम उपलब्ध किराया वाली उड़ान चुननी है, जो बुकिंग के समय, किसी दिए गए स्लॉट में नॉन-स्टॉप उड़ान के लिए सबसे सस्ता किराया हो। उन्हें ई-एलटीसी दावे के निपटान के उद्देश्य से उड़ान और किराया विवरण वाले एटीए के संबंधित वेबपेज का प्रिंटआउट अपने पास रखना होगा।

ii. कर्मचारियों को एलटीसी पर यात्रा की इच्छित तिथि से कम से कम 21 दिन पहले हवाई टिकट बुक करने के लिए प्रोत्साहित किया जाता है, ताकि सबसे अधिक प्रतिस्पर्धी किरायों का लाभ उठाएं और सरकारी खजाने पर बोझ कम करें। यह देखा गया है कि कई मामलों में हवाई टिकट की बुकिंग

से संबंधित निर्देशों का पालन नहीं किया जा रहा था। इसलिए, इस तरह के गैर-अनुपालन के लिए वैध कारण/औचित्य प्रस्तुत करने का निर्देश दिया जाता है। यह भी ध्यान दिया जाता है कि अधिकारी यात्रा की तिथि से बहुत कम समय पहले एलटीसी सूचनाएं/आवेदन जमा कर रहे हैं। चूंकि आवेदनों को संसाधित करने के लिए न्यूनतम समय की आवश्यकता होती है, इसलिए एलटीसी आवेदन पर एलटीसी अग्रिम और ईएल नकदीकरण को आगे की यात्रा की तिथि से कम से कम 10 दिन पहले जमा करने की सलाह दी जाती है।

(यह निदेशक/प्रशासन के दिनांक 09-01-2025 के अनुमोदन से जारी किया जाता है।)

प्र.स. रमेश

वरिष्ठ लेखापरीक्षा अधिकारी/दावा



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

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North Block, New Delhi.  
Dated 29<sup>th</sup> 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.

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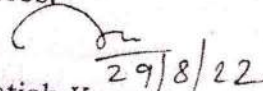


Provisions for Reimbursements

- (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.

  
29/8/22  
(Satish Kumar)  
Tel: 2304 0341

Under Secretary to the Government of India

To

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

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