

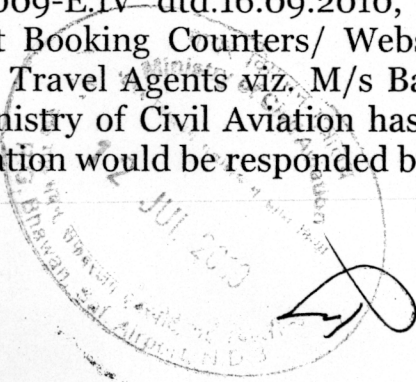
OFFICE MEMORANDUM

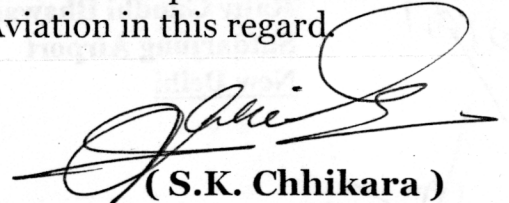
Subject: Air travel on official account – guidelines on tour/ LTC – clarification regarding.

Ministry of Finance, Department of Expenditure vide O.M. 19024/1/200-9-E.IV dated 16.09.2010 issued guidelines on air travel on Tours/LTC and on right mode of purchase of air ticket. Doubts have been raised by different Ministries/ Departments whether Ministry of Civil Aviation can permit travel on LTC by airlines other than Air India in terms of M/o Finance's O.M. dated 16.09.2010. D/o Expenditure, vide their O.M. No. 19024/1/200-9-E.IV dated 18th October, 2010 has clarified that by the virtue of its earlier instructions given in O.M. dtd.13th July, 2009 Ministry of Civil Aviation would continue to consider LTC cases of air travel by airlines other than Air India and the amount to be reimbursed in such cases will be restricted to LTC-80 fare of Air India. A copy of D/o Expenditure's O.M. dtd.18th October, 2010 is annexed.

2. Ministry of Civil Aviation had also been receiving a number of enquiries about the airfare admissible while availing LTC on sectors not operated by Air India and travel is performed by airlines other than Air India after obtaining relaxation from M/o Civil Aviation. The matter was taken up with Ministry of Finance, Department of Expenditure, which has clarified vide I.D. No. 19024/1/2009-E.IV dated 27.4.2011 that in such contingencies the official would be reimbursed cheapest economy class air fare.

3. It is also clarified that as per Department of Expenditure O.M. No. 19024/1/2009-E.IV dtd.16.09.2010, air tickets may be purchased directly from Airlines (at Booking Counters/ Websites of airlines) or by utilising the services of Authorised Travel Agents viz. M/s Balmer Lawrie & Co. and M/s Ashoka Travels & Tours. Ministry of Civil Aviation has no authority to relax this requirement and no communication would be responded by Ministry of Civil Aviation in this regard.




(S.K. Chhikara)

Under Secretary to the Government of India
Tele:24610364

To

1. All Ministries/Departments.

2. Copy for information forwarded to M/o Finance, D/o Expenditure, North Block, New Delhi (Attn. Shri A. Bhattacharya, U.S).

3. Copy to NIC, M/o Civil Aviation with the request to upload in Ministry's web-site.

Encl. As above.

P.T.O.

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

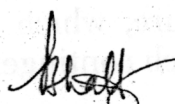
New Delhi dated the 18th October, 2010.

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.


The undersigned is directed to refer to Ministry of Civil Aviation's OM No. AV.18050/51/2009-AI dated 07.10.10 on the above subject seeking clarification whether requests from Govt. officials for grant of relaxation to travel by private airlines while availing LTC can be considered by M/o Civil Aviation in view of this Department's OM of even No. dated 16.09.10.

2. It is clarified that since as per this Department's OM of even No. dated 13.07.09, the restriction to travel by Air India applies to all cases, where Govt. of India bears the cost of air passage, this would include LTC also. Similarly, the provision made in the same OM for seeking relaxation from M/o Civil Aviation for travel by Airlines other than Air India, shall also cover LTC. However, in all such cases of relaxation for travel on LTC, the amount reimbursed will be restricted to LTC-80 fare of Air India.


(A. Bhattacharya)

Under Secretary to the Govt. of India

Ministry of Civil Aviation
(Shri S.K.Chhikara, Under Secretary)
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi


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