



F.No.AUD/2-70/Finance Circular/2015-16

28<sup>th</sup> Oct. 2015

## CIRCULAR

**Sub: Air travel on official account-both domestic and international**

To streamline the Air Travel on official account, including availing of LTC, Ministry of Finance, Government of India has issued instructions/guidelines from time to time covering both domestic and international travel to fly by Air India. Travel other than Air India, because of operational or other reasons or on account of non-availability of seats, individual cases to be referred to Ministry of Civil Aviation, before commencement of the Journey for relaxation.

It came to notice that the officials of the University are performing air travel frequently by other than Air India in contradiction to the orders of Government of India issued vide letter No.19024/1/2009/E-IV dated 17.07.2009. Claims are made after performing the journey, for payment on various plea/s including the availability of cheaper air ticket than Air India.

In this regard, the directions of Government of India are re-iterated for adherence of all the Faculty/officials without any exception. Relevant copies of Circulars are attached for ready reference please.

In the event of operational reasons or on account of non-availability of seats necessary procedure for approval as laid down by the Circulars may be initiated and ensure that the approvals are obtained well before the commencement of the Journey, since, there is no provision for post facto sanction by Authority.

(J. Ernest Samuel Ratnakumar)  
Controller of Finance

Encl. As above

To All Faculty & Staff

Copy for information to:

1. Office of Vice Chancellor, AUD
2. Office of Pro-Vice Chancellor, AUD
3. Registrar, AUD
4. All Dy. Registrars
5. IT Deptt. For hosting on the web site.

No. 19024/1/2012-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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North Block, New Delhi  
Dated the 9<sup>th</sup> July, 2013

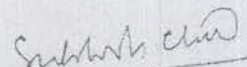
Office Memorandum

**Subject: Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC)- reg.**

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time-to-time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at Booking counters/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours (ATT) [Department of Expenditure OM No. 19024/1/2009-E.IV dated 16.09.2010 refers]. Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) [Department of Personnel & Training OM No. 31011/6/2002-Estt.(A) dated 02.12.2009 refers].

2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of, in addition to BLCL and ATT, the services of IRCTC can also be availed of.

3. All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.



(Subhash Chand)

Deputy Secretary to the Government of India

To,  
All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
2. ✓ NIC, MoF with the request to upload the OM on the website of this Ministry.

F. No. 19024/1/2009-E.IV  
Ministry of Finance  
Department of Expenditure  
E-IV Branch  
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New Delhi, dated the March 4, 2011

**OFFICE MEMORANDUM**

Subject: Clarification regarding reimbursement of LTC-80 fare.

The undersigned is directed to refer to this Department's OM No. 7(1)/E.Coord/2008 dated 4.12.2008 regarding restriction of the Air Travel on the LTC to Air India's LTC-80 fares with effect from 1<sup>st</sup> December, 2008.

2. References are being received in this Department seeking clarification for admissibility of LTC claims of Government officials in cases where the air fare paid for travel by Air India happens to be less than LTC-80 class of Air India. It is clarified that reimbursement of air fare lower than the LTC-80 air fare of Air India will also be admissible for journeys performed by Air India under LTC as the intention is to ensure that the LTC claim should not in any case, exceed LTC-80 fare of Air India.

3. It is further clarified that other instructions issued by this Department on air travel from time to time continue to remain in force.

  
(A. Bhattacharya)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of the Government of India.
2. All Financial Advisers.

**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.

(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

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
E-IV Section  
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New Delhi dated the 29<sup>th</sup> July, 2010.

**Office Memorandum**

**Sub: Air travel on official account- both domestic and international.**

The undersigned is directed to refer to this Department's OM dt. 13.07.2009(copy enclosed) on the subject cited above, which mandated air travel only by Air India in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage. Further, the para 3 of the said OM stipulates that in all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

2. References are being received in this Ministry for extension of periods of deputation abroad due to non-availability of seats in Air India flights. As extensions in deputations entail additional costs, M/o Civil Aviation is advised that in all cases of official tours, where the tickets by Air India are not available on the scheduled day of travel as per approved tour itinerary, Government officials may be exempted from the requirement to travel only by Air India.

Encls: As stated.

  
(Karan Singh)

Under Secretary to the Govt. of India

Ministry of Civil Aviation  
(Shri Prashant Narain Sukul, Joint Secretary)  
Rajiv Gandhi Bhawan  
Safdarjang Airport, New Delhi

Copy to:

All Secretaries to the Govt. of India  
All Financial Advisers

F. No. 19046/1/2008-E.IV  
Ministry of Finance  
Department of Expenditure  
E- IV Branch  
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New Delhi, the 15<sup>th</sup> July, 2010

**OFFICE MEMORANDUM**

Subject : Clarification regarding re-imbusement of LTC-80 fare.

The undersigned is directed to refer to this Department's OM No.7(1)/ E. Coord/ 2008 dated 4-12-2008 wherein Air India's LTC 80 scheme was introduced from 1<sup>st</sup> December, 2008, for LTC travelers entitled to travel by Air. A number of references from different Government Departments/ offices have been received in this Ministry seeking clarification whether the prevailing fare on the date of booking of LTC 80 tickets is to be reimbursed or claim is to be restricted to Air India's LTC 80 fare as on 1 December, 2008.

2. The matter has been considered in this Ministry and it is clarified that the fare paid on the date of booking of ticket under LTC 80 scheme of Air India may be reimbursed.

  
(Karan Singh) 15/7/10

Under Secretary to the Govt. of India

To,

1. All Ministries / Departments of the Government of India, etc.
2. All Financial Advisers.

फा. सं. 19046/1/2008- संस्था IV

वित्त मंत्रालय

व्यय विभाग

संस्था IV शाखा

OFFICE MEMORANDUM

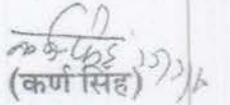
नई दिल्ली, 15 जुलाई, 2010

कार्यालय ज्ञापन

विषय: एल.टी.सी. 80 किराए की प्रतिपूर्ति के संबंध में स्पष्टीकरण।

अधोहस्ताक्षरी को 4.12.2008 के इस विभाग के का. ज्ञा. सं. 7(1)/संस्था समन्वय/2008 का अवलोकन करने का निदेश हुआ है जिसमें विमान से यात्रा हेतु पात्र एल.टी.सी. यात्रियों के लिए 1 दिसम्बर, 2008 से एअर इंडिया की एल.टी.सी.80 स्कीम शुरू की गई थी। इस मंत्रालय को विभिन्न सरकारी मंत्रालयों/कार्यालयों से अनेक पत्र प्राप्त हुए हैं जिनमें यह स्पष्टीकरण मांगा गया है कि क्या एल. टी.सी. 80 की टिकटों की बुकिंग की तारीख को प्रचलित किराए की प्रतिपूर्ति की जानी है अथवा दावे को 1 दिसम्बर, 2008 की स्थिति के अनुसार एअर इंडिया के एल. टी.सी. 80 किराए तक सीमित रखा जाना है।

2. मंत्रालय में इस मामले पर विचार किया गया है और यह स्पष्ट किया जाता है कि एअर इंडिया की एल. टी.सी. 80 स्कीम के अंतर्गत टिकट की बुकिंग की तारीख को अदा किए गए किराए की प्रतिपूर्ति की जाए।

  
(कर्ण सिंह)

अवर सचिव, भारत सरकार

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. सभी वित्तीय सलाहकार।

No.7(1)/E.Coord/2009  
Ministry of Finance  
Department of Expenditure  
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New Delhi, the 22<sup>nd</sup> March, 2010.

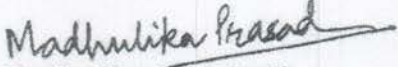
**OFFICE MEMORANDUM**

**Subject : Expenditure Management – Economy Measures and Rationalisation of Expenditure.**

Reference is invited to OM No.7(1)E.Coord/2009 dated 7<sup>th</sup> September, 2009 through which, inter alia, the following instructions had been issued regarding domestic and foreign travel:-

- (i) No travel on Government account by air will take place by first class; and
- (ii) All domestic travel on Government account by air will take place only by economy class, irrespective of the entitlement.

2. The matter has been reviewed and it has been decided that w.e.f. 1<sup>st</sup> April, 2010, travel on Government account by air, both domestic and international, may take place by the entitled class. However, the austerity measures will remain in place for travel by air (where admissible) on LTC, which would continue to be restricted to economy class irrespective of the entitlement.

  
( Madhulika P. Sukul )  
Joint Secretary (Pers.)

All Secretaries to the Government of India

Copy to:

1. The Cabinet Secretary
2. The Principal Secretary to the Prime Minister
3. The Secretary, Planning Commission
4. All Financial Advisers
5. Joint Secretary (E), DoP&T



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

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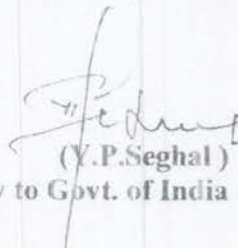
New Delhi, the 15<sup>th</sup> December 2009

OFFICE MEMORANDUM

**Subject: Air Travel on official account – both domestic and international**

The undersigned is directed to invite a reference to this Ministry's OM No. 19024/1/2005-EIV dt. 24.3.2006, on the subject noted above, which inter-alia provided for the following :

- “Schemes offered by airlines which are co-branded with the credit cards can also be availed, However, this would need one time prior approval of the concerned financial Adviser/Competent Authority for obtaining and utilizing such credit card.”
2. Further vide this Ministry OM No. 19024/1/EIV-2005 dt. 1.08.2006 it was clarified that
- “The cost of maintaining the credit card may be reimbursed to the officer with the approval of FA if the office is using the credit card for providing larger savings to the Government.”
3. Instances have come to the notice of this Ministry where officers have retained the “Cash back” on tickets purchased by using credit cards. This violates Conduct Rules. Therefore, it is reiterated that **no such** benefit accruing on account of purchase of Air Tickets by using Credit-Cards, may be allowed to be retained by the officers and the “Cash back” received should be deposited with the Government by the official. .
4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

  
(Y.P.Seghal)  
Deputy Secretary to Govt. of India

To

1. All Ministries/Departments of Govt. of India
2. All Financial Advisers.

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

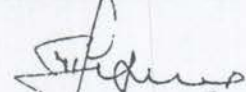
New Delhi, the 13<sup>th</sup> July, 2009.

**OFFICE MEMORANDUM**

**Subject : Air Travel on official account – both domestic and international.**

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23<sup>rd</sup> November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by **Air India**.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.
3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.
4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.
5. These orders will also apply to officials in autonomous bodies funded by Government of India.

  
(Y.P. Sehgal)

Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

फा. स. 19024/1/2009-संस्था-IV

भारत सरकार  
वित्त मंत्रालय  
व्यय विभाग

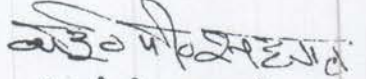
नई दिल्ली, दिनांक 13 जुलाई, 2009

## कार्यालय ज्ञापन

**विषय:- सरकारी खाते से स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के संबंध में।**

इस मंत्रालय के दिनांक 23 नवम्बर, 2005 के का.ज्ञा. सं. 7(2)/संस्था-समन्वय/2005 में आंशिक आशोधन तथा इसी मंत्रालय के दिनांक 24.03.2006 के का.ज्ञा. सं. 19024/1/संस्था-IV/2005 का अतिक्रमण करते हुए, निर्णय लिया गया है कि स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के ऐसे सभी मामलों में, जिनमें हवाई मार्ग की लागत भारत सरकार वहन करती है, संबंधित अधिकारी केवल एअर इण्डिया द्वारा ही यात्रा कर सकते हैं।

2. ऐसे स्टेशनों, जो एअर इण्डिया से जुड़े हुए नहीं हैं, की यात्रा करने के लिए अधिकारी अपने अंतिम गंतव्य-स्टेशन के निकटतम हब/बिन्दु तक एअर इण्डिया द्वारा यात्रा करें तथा उसके आगे किसी अन्य एअरलाइन की सेवाएं ले सकते हैं, लेकिन यह एअरलाइन भी अधिमानतः एअर इण्डिया की मैत्री एअरलाइन (एलाइन्स पार्टनर) होनी चाहिए।
3. प्रचालनगत अथवा किसी अन्य कारण अथवा अनुपलब्धता के कारण इन आदेशों से विचलन के सभी मामलों में, वैयक्तिक मामले छूट हेतु नागर विमानन मंत्रालय के पास भेजे जाएं।
4. भारत सरकार के सभी मंत्रालयों/विभागों से अनुरोध है कि इन अनुदेशों का सख्ती से पालन करें।
5. ये आदेश भारत सरकार द्वारा वित्तपोषित स्वायत्तशासी निकायों के अधिकारियों पर भी लागू होंगे।

  
( वाई.पी. सहगल )

उप सचिव, भारत सरकार

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग, आदि।
2. सभी वित्तीय सलाहकार।
3. सरकारी क्षेत्र के सभी उद्यमों के प्रमुख।

F.No.7(1)/E.Coord./2008  
Government of India  
Ministry of Finance  
Department of Expenditure  
(E-Coord. Branch)

New Delhi, the 4<sup>th</sup> December, 2008.

**OFFICE MEMORANDUM**

**Subject: Expenditure Management – Economy Measures and Rationalization of Expenditure – Guidelines related to LTC – Clarifications – reg.**

1.1 The undersigned is directed to refer to OM of even number dated 10 November 2008 regarding expenditure management and guidelines for LTC. In view of the references received in regard to the difficulties in determination of 'cheapest' economy fare, it is clarified that officers and/or their families may choose to travel on LTC by any airline provided that the fare does not exceed the fares offered by NACIL (Air India) under their LTC 80 scheme effective from 1 December, 2008 for sectors covered under the scheme, details of which are available on the website <http://www.indianairlines.in/scripts/leavetravelconcession.aspx>. For sectors not covered by the LTC 80 scheme of NACIL, officers should ensure that cheapest economy tickets are purchased by either booking through internet/airlines directly/authorized travel agents.

1.2 It may also be certified by each officer while submitting his/her LTC claim that no other benefit, other than air travel, has been availed of as a part of any package offered by any airline.

2. These orders will be applicable in the case of tickets booked on or after the date of issue. In respect of tickets booked between 10 November 2008 and the date of issue of these orders, LTC claims may be processed for clearance provided full fare economy tickets have not been purchased and no other benefits, except air travel, have been availed of.

*B. Bahri*

( BINA BAHRI )

Deputy Secretary to the Government of India

**All Secretaries to the Government of India**

Copy to:

1. Cabinet Secretary
2. Secretary, Planning Commission
3. All Financial Advisers