

Government of India  
Ministry of Defence  
(Department of Defence)  
D(Civ-II) Section  
\*\*\*

**Subject: Circulation of OM regarding LTC issued by Department of Personnel and Training (DoP&T)**

---

Attention is invited to the following OM issued by Department of Personnel and Training (DoP&T). The provisions contained in this OM are duly applicable to Defence Civilian Employees paid from Defence Services Estimates. All concerned are requested to download this OM from the website of Ministry of Defence under the link "MoD->DoD->OM's & Orders" for information and necessary action/compliance: -

S.No.	OM No. and date	Subject
(i)	DoP&T OM No. 43020/2/2016-Estt(A.IV) dated 19.02.2020	Clarification regarding relaxation of purchase of air tickets from authorized Travel Agents for the purpose of LTC.

*Vimala*  
(Vimala Vikram)  
Under Secretary to the Govt of India  
Tele: 23014675

D(Air-III)    D(N-II)    D(QA)    D(QS)    D(Estt./NG)    D(Med)  
D(HAL)    D(R&D)    D(BR-II)    D(CG)    D(GS-I/Civ)    D(GS-VI)  
D(GS-II)    D(Mov)    D(O-II)    D(Works-II) \ DDP(Coord)    D(Q&C)  
D(Estt.2/Gen.2)    DMA(Parl & Coord-II)

---

MoD I.D. No. 17(05)/2020/D(Civ-II) dated // .03.2020

Copy for similar action to:

AHQ/Dir CP(MP-4)	Air HQ/PC-4	NHQ/DCP	DGQA/Coord
DGAQA/Adm	DPR	HQIDS/Dir(Pers)	CGDA
Dir Admin, OFB	DGDE/Admin	DGNCC/Pers(C)	DGBR
E-in-C's Br(E.IV)	DGAFMS/DG-2B	DRDO/DoP	CGHQ
DAD(Coord)	Sigs 4(C)	DGEME	DGMT-7
OS-8C(ii)			

Copy also to: D(IT) – With the request to upload this ID Note alongwith the above mentioned OMs (copy enclosed) on the website of MoD under the link "MoD->DoD->OM's & Orders"

No. 43020/2/2016-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001

Dated: February 19, '20

OFFICE MEMORANDUM

**Subject:- Clarification regarding relaxation of purchase of air tickets from authorized Travel Agents for the purpose of LTC.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.A-IV dated 19.06.2014 and subsequent O.M. regarding the procedure for booking of air-tickets on LTC and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Est(A) dated 02.12.2009) while undertaking LTC journey(s).

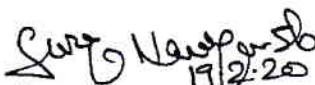
2. In this regard, many cases pertaining to the period of 2010-13 have been reported in this Department where Government employees had travelled on LTC by air to visit Jammu & Kashmir (J&K) and North-East Region (NER) under the special dispensation scheme after booking the tickets through private travel agents due to lack of awareness of rules at that time. It has been observed that claims of these Government servants were initially settled by the administrative authorities. However, after few years when the audit authorities noticed the lapses, objections were raised on these claims and recoveries were ordered in such cases along with charging of penal interest. In view of the financial hardships caused to these individuals, huge demands are being received from Ministries/Departments and JCM for grant of one time relaxation in these cases.

3. The matter has been considered in this Department in consultation with Joint Consultative Machinery - Staff Side and Department of Expenditure. It has been decided to grant one time relaxation to such Government employees who had availed LTC by air to visit J&K and NER during the period of January, 2010 - June, 2014 and booked the tickets through travel agents other than 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC', due to lack of awareness of rules. Such relaxation shall be granted with the concurrence of Financial Advisor of the concerned Ministry/Department. Fulfillment of fare limit of LTC-80 and other LTC conditions prevalent at the time of performance of journey by the Government servants may be ascertained before granting such relaxations. The Administrative Ministries/Departments shall also ensure that only those cases are considered for relaxation where it is established that bonafide mistake has occurred and no undue benefit has accrued to/obtained by the Government servant.

contd...2/-

from pre-page:

4. Further, in this regard, it is reiterated that the extant instructions regarding booking of air tickets on LTC journey through authorised modes should be strictly complied with. It is seen that despite reiterating the above provisions from time to time, this Department is still in receipt of cases seeking relaxation for booking of tickets from private travel agents on the grounds of lack of awareness of rules and work-exigencies. Therefore, Ministries/Departments are again advised to ensure wide circulation of this Department's instructions issued vide O.M. No. 31011/2/2018-Estt.A-IV dated 10.12.2018, among their employees. Henceforth, the cases seeking relaxation on the plea of lack of awareness of rules and on grounds of exigencies of work shall not be considered by this Department. Only those cases, where the Administrative Ministry/Department will certify the fact that bonafide mistake has occurred and undue hardship is being caused to the Government servant, shall be considered by this Department.

  
(Surya Narayan Jha)  
17/12/20

Under Secretary to the Government of India

To

The Secretaries  
All Ministries/Departments of Government of India  
(As per the 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 Investigations, 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.

Government of India  
Ministry of Defence  
(Department of Defence)  
D (Civ-II)

**Subject: Procedure for booking of air-tickets on LTC- compliance of instructions regarding.**

Attention is invited to the DoPT's O.M No. 31011/2/2018-Estt(A.IV) dated 10.12.2018 on the above mentioned subject. The O.M is available on the website of DoPT at the following path "[www.persmin.nic.in](http://www.persmin.nic.in) ->Department of Personnel & Training (DoPT) -> Notifications ->O.Ms & Orders -> Establishment -> LTC Rules". The O.M will also be available on the website of Ministry of Defence i.e. [www.mod.gov.in](http://www.mod.gov.in) ->Department of Defence (DoD) -> O.Ms & Order.

2. All the addressees are requested to download the same from the website of DoPT/MoD for information and strict compliance.

*Kumar*  
27/12/18  
(Pawan Kumar)

Under Secretary to the Govt of India  
Tele: 23014675

D(AG)	D(Air-III)	D(N-II)	D(QA)	D(QS)	D(Estt/NG)
D(Med)	D(R&D)	D(BR-II)	D(CG)	D(GS-I/Civ)	D(GS-VI)
D(GS-II)	D(O-II)	D(Works-II)	D(Mov)	DDP(Coord)	D(Q&C)
D(HAL)	D(Estt2/Genl2)				

MoD ID No. 17(11)/2016/D(Civ-II) dated 27.12.2018

Copy for similar action to:

AHQ/Dir CP(MP-4)	Air HQ/PC-4	NHQ/DCP	DGQA/Coord
DGAQA/Adm	DPR	HQ IDS/Dir(Pers)	Dir Admin, OFB
DGDE/Admin	DG NCC/Pers(C)	E-In-C' Br(E.IV)	CGDA
DGAFMS/DG-2B	DRDO/DOP	DGBR	CG HQ
DAD(Coord)			

Copy also to: D(IT)- with a request to upload this ID note alongwith the above mentioned DoPT's O.M dated 10.12.2018 (copy enclosed) on the website of MoD -> Department of Defence (DoD) -> OMs & Order.

No. 31011/2/2018-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001  
Dated: December 10, 2018

OFFICE MEMORANDUM

Subject:- **Procedure for booking of air-tickets on LTC – compliance of instructions regarding**

The undersigned is directed to refer to this Department's O.M. No. 31011/5/2014-Estt.A-IV dated 24.09.2014, 23.09.2015 and 21.08.2017 on the procedure for booking of air tickets on LTC and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Est(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In this regard, it is observed that despite reiterating the above instructions from time to time, this Department still continues to receive numerous references from various Ministries/Departments and individuals seeking relaxation for booking of air tickets for the purpose of LTC through private travel agents. In most of the cases, the common reasons cited by the Government employees are lack of awareness of the rules and work exigencies.

3. Therefore, all the Ministries/Departments are advised to ensure wide circulation and strict compliance of the guidelines stated in para 1 of this OM. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant. It is stated that henceforth only those cases, where it is established that bonafide mistake has occurred and the Administrative Ministry/Department is satisfied that undue hardship is being caused to the Government servant, shall be considered by this Department for relaxation provided that the information is received in the **Proforma** enclosed along with supporting documents.

Encl.: As above

  
(Surya Narayan Jha) 10.12.18

Under Secretary to the Government of India

To

The Secretaries  
All Ministries/Departments of Government of India  
(As per the standard list)

Contd...

: 2 :

From pre-page:

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 Investigations, 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.

**Proforma for sending the request for seeking relaxation for booking of air tickets for the purpose of LTC from private travel agents.**

The Administrative Ministry/Department needs to examine each case on the following parameters and where the Ministry/Department is satisfied that a bonafide mistake has occurred and undue hardship is being caused in any particular case, it may be sent to this Department in the following Proforma along with supporting documents:-

<b>S.No.</b>	<b>Criteria</b>	<b>Response</b>
1.	Whether booking of air tickets on LTC has been done according to the prescribed procedure. If no, reasons thereof.	
2.	Whether the employee has travelled by Air India flight or any other airlines as authorised by the Government for the purpose of LTC from time to time?	
3.	If answer to s.no. 2 above is 'No', then such cases shall not be considered for relaxation.	
4.	Whether the tickets were purchased at LTC-80 fare or less?	
5.	It may be confirmed/ verified from the concerned airlines whether the tickets were booked at the same price on the date of booking as indicated on the ticket?	
6.	Whether the Govt. servant has availed of any tour package or other facility from the travel agent except the tickets?	
7.	The tickets may be checked for any additional, hidden or superfluous charges. If yes, the same shall not be admissible.	
8.	Government servant shall submit a self-certification to his office/Administration that he has not availed of any tour package or any other facility from the travel agent except the tickets.	

\*N.B. – If it is found that any fraudulent attempt has been made by the Government servant to inflate the LTC claim, it shall make him/her liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.