

# कार्यालय रक्षा लेखा नियंत्रक(सेना)

Office of CDA (Army)

बेल्वेडियर परिसर, आयुध मार्ग, मेरठ छावनी - 250001  
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सं.प्रशा/V/टीए डीए

महत्वपूर्ण परिपत्र

दिनांक: 11.01.2023

सेवा में

प्रभारी अधिकारी  
मुख्य कार्यालय के सभी अनुभाग  
मुख्य कार्यालय के सभी उप कार्यालय  
(रक्षा लेखा नियंत्रक (सेना) मेरठ छावनी की वेबसाइट के माध्यम से)

विषय:- **Intructions on booking of Air Tickests on Governmnt Account in respect of Leave Travel Concessions (LTC)- regarding.**

उपरोक्त विषय पर मुख्यालय कार्यालय का दिनांक 05.09.2022 का पत्रांक प्रशा/XIV/19015/Govt.Orders/TA/DA/LTC/Medical के माध्यम से प्राप्त, Government Of India, Ministry of Personnel, Public grievances & Pensions, Department of Personnel & Training, North Block, नई दिल्ली का दिनांक 29.08.2022 का OM No.31011/12/2022-Estt.A-IV की प्रति सूचनार्थ, मार्गदर्शन एवं अनुपालन हेतु प्रेषित किया जा रहा है।

संलग्नक : यथोपरि।

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लेखा अधिकारी (प्रशा)

प्रतिलिपि---

1 प्रभारी अधिकारी  
ओ ए अनुभाग (स्थानीय)

--- वेबसाइट पर अपलोड करने हेतु

2 सचिवालय  
नियंत्रक महोदय

---सूचनार्थ

डायर प्रशा

लेखा अधिकारी (प्रशा)



"हर काम देश के नाम"

## कार्यालय, रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-I-10010

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.- 110010

सं.प्रशा/XIV/19015/Govt.Orders/TA/DA/LTC/Medical

दिनांक: 05.09.2022.

मेधा में,

सभी रक्षा लेखा प्रधान नियंत्रक(फै).नि.ले.प्र/रक्षा लेखा नियंत्रक/

All PCsDA/CsDA/PCA (Fys)


(Through CGDA Website)

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

उपरोक्त विषय पर कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग के दिनांक 29.08.2022 के का-जा सं. 31011/12/2022-Estt.A-IV, की प्रति सूचना, मार्गदर्शन एवं सख्त अनुपालन हेतु प्रेषित की जाती है।

A copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No.31011/12/2022-Estt.A-IV dated 29.08.2022, on the above subject is forwarded herewith for your information, guidance and strict compliance please.

रक्षा लेखा संयुक्त महानियंत्रक (प्रशा.) द्वारा अनुमोदित।

  
(आशीष कुमार)

लेखा अधिकारी (प्रशा.)

संलग्नक : यथोपरि

प्रतिलिपि :-

1. प्रशा - IV (स्थानीय)।
2. लेखा परीक्षा स्थानीय (समन्वय)।
3. लेखा अनुभाग (स्थानीय)।
4. आई.टी. & एस विंग (स्थानीय)।:- रक्षा लेखा महानियंत्रक वेबसाइट पर अपलोड करने हेतु।
5. पुस्तकालय अनुभाग (स्थानीय)।
6. मास्टर नोट बुक (प्रशा-XIV)।

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(आशीष कुमार)

लेखा अधिकारी(प्रशा.)

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.

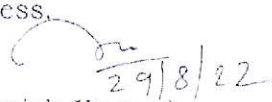
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**Provisions for Reimbursements**

- (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.

  
(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.

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