

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

\*\*\*

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

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All Financial Advisers