

केन्द्रीय जल आयोग
CENTRAL WATER COMMISSION

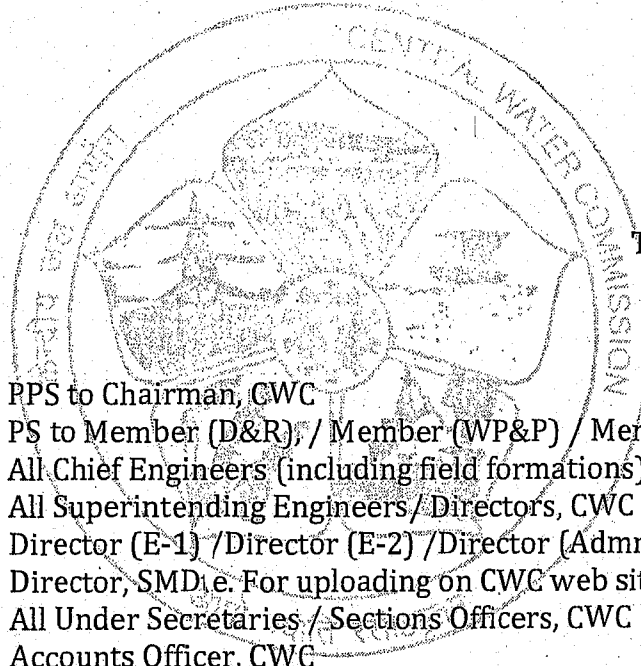
No. 3/1/2014-O&M/967
Government of India
Central Water Commission

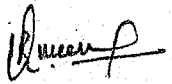
Room No. 326(S), Sewa Bhawan,
R.K.Puram, New Delhi-110066,
Dated 1st July, 2014

OFFICE MEMORANDUM

Subject: Clarification regarding purchase of Air Tickets from Authorised
Travel Agents for the purpose of LTC- reg.

A copy of DOPT's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19th June
2014 on the subject mentioned above is circulated for strict compliance.





(D.R. Meena)

Under Secretary

Tel. No. 011-26711031

Copy to:

1. PPS to Chairman, CWC
2. PS to Member (D&R), / Member (WP&P) / Member (RM), CWC
3. All Chief Engineers (including field formations), CWC
4. All Superintending Engineers/Directors, CWC
5. Director (E-1) /Director (E-2) /Director (Admn.) /Secretary, CWC
6. Director, SMD i.e. For uploading on CWC web site.
7. All Under Secretaries / Sections Officers, CWC
8. Accounts Officer, CWC
9. Guard File, O&M Section, CWC

F.No. 31011/4/2014-Estt (A.IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 19th June, 2014

OFFICE MEMORANDUM

Subject: - Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC.

The undersigned is directed to refer to the instructions issued from time to time on the above noted subject and say that the Government employees are required to book their air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service 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 DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In a number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result various Ministries/ Departments continue to make references to DoPT seeking relaxation of the conditions for one reason or the other. The most common reasons given by the employees are unawareness of the rules and non-availability of Authorized Travel Agents viz. M/s Ashok Travels, M/s Balmer Lawrie & Company at places where the tickets have been booked from. Even in such cases, the option of booking directly from the airlines through their website is available. In no case is the booking of tickets through any other agency is permissible.
3. All the Ministries/ Departments of Government of India are advised to ensure that their employees are made aware of the above mentioned guidelines to avoid breach of any of the LTC rules.
4. This issues with the approval of Joint Secretary(E).

Secretary	1455
CV. NO.	
DATE	22/6/2014
NO.	

O & M Section
Dy. No.1040.....
Date20.6.14.....

10/6
(B. Bandyopadhyay)
Under Secretary to the Govt. of India

To,
All Ministries/ Departments of Government of India

S. ...
22/6