

No. 31011/2/2006-Estt (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, 24th April 2006

OFFICE MEMORANDUM

Subject:- Regulation of journeys by private airlines while availing Leave Travel Concession.

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The undersigned is directed to refer to the Department of Expenditure OM.No.7(2)/E.Coord dated 23rd November, 2005 vide which certain measures to budget/expenditure management were issued. One of the measures was to avail the competitive prices and various schemes and concessional fares being offered by private airlines while undertaking official travel. The matter as to whether the journeys by private airlines could be allowed while availing LTC has been considered. It has been decided that the officers entitled to air travel by National Carrier under existing orders may be permitted to travel by private airlines also while availing LTC.

2. It has also been decided that while availing LTC, the air journeys by non-entitled officers (both by national and private airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/Shatabdi Express. They are also required to produce the air-ticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officers, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.

3. The above concession is further subject to the following conditions :-


(i) Conditions laid down in Department of Expenditure OM No. 19024/1/E.IV/2005 dated 24.03.2006 (copy enclosed) regarding air travel by Government servants within India during official visits would be applicable in case of LTC, mutatis-mutandis.

(ii) In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Government will be limited to the actual air fare or entitled train fare whichever is less.

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4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

5. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their ID No. 145/E.IV/05 dated 12.04.2006.



(C.A. Subramanian)

Deputy Secretary to the Government of India

To

All Ministries/ Departments of the Government of India.

No. 31011/2/2006-Estt (A)

Dated: 24th April, 2006

Copy forwarded to:-

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi
2. Vice-President's Secretariat, New Delhi
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Audit General of India, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Central Bureau of Investigation, New Delhi.
10. All Union Territory Administrations.
11. Lok-Sabha/Rajya Sabha Secretariat.
12. All attached and subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
13. All Officers and Sections of Ministry of Personnel and Public Grievances and Pensions.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi- 25 spare copies.
16. 200 spare copies.

F.No:19024/1/E.IV/2005
Ministry of Finance
(Department of Expenditure)
E.IV Branch

New Delhi, the 24th March, 2006.

OFFICE MEMORANDUM

Subject: Air Travel by Government servants within India.

The existing instructions on travel by air by Government servants during official visits within India provide that air travel is permissible by the National Carriers viz. Indian Airlines and Air India in ordinary circumstances. Department of Expenditure OM No. 19036/8/95-E.IV dated 4th December, 1997 and OM No. 19036/8/95-99/E.IV dated 20th August, 1999 refer in the matter.

2. Department of Expenditure OM No. 7(2)/E.Cord/2005 dated November 23, 2005 regarding "Budget /Expenditure Management : Economy measures rationalization of expenditure, and measures for augmentation of revenues", inter alia, provides that:-

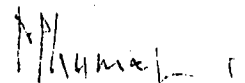
"3. The air travel, both domestic and overseas, on official account would now be permissible on airlines other than Air India/Indian Airlines also, provided the criteria for selecting the alternative airline for official travel are based on better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India/Indian Airlines will also be fully utilized to ensure utmost economy in air travel."

3. The following guidelines are being issued accordingly to take advantage of the increasing competition and the air travel schemes of various airlines offering significant discounts on normal fares, in order to enable economy in undertaking air travel, without in any way taking away the existing entitlements:-

- (i) The basic criteria for selecting airlines other than Indian Airlines /Air India would be better and more competitive prices being offered by the other airlines.
- (ii) Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.
- (iii) Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fares.

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- (iv) Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.
 - (v) Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.
 - (vi) Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
 - (vii) 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.
 - (viii) Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashok Travels and Tours. The above agencies would also ensure that procurement of tickets is made on best available bargain across all airlines.
4. These guidelines are issued in partial modification of any other existing orders on the subject and would apply to domestic air travel only. The guidelines for air travel abroad will be issued separately.
5. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.



(Mahendra Kumar)
Deputy Secretary to the Government of India

To All Ministries/Departments of Govt. of India