

उच्च न्यायालय मध्यप्रदेश, जबलपुर

पृष्ठांकन क्रमांक B/317..... /
चार-12-10/87

जबलपुर, दिनांक 1.6 जनवरी, 2019

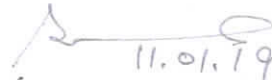
(प्रतिलिपि - Office Memorandum No.31011/2/2018-Estt.A-IV, Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training Establishment A-IV Desk dated 10-12-2018 की छायाप्रति)

प्रतिलिपि :-

1. जिला एवं सत्र न्यायाधीश, राज्य के समस्त
2. रजिस्ट्रार जनरल महोदय के निजी सचिव, उच्च न्यायालय म.प्र.जबलपुर
3. प्रिंसीपल रजिस्ट्रार, समस्त, उच्च न्यायालय म.प्र.जबलपुर
4. रजिस्ट्रार, समस्त, उच्च न्यायालय म.प्र.जबलपुर
5. प्रधान न्यायाधीश, कुटुम्ब न्यायालय, राज्य के समस्त
6. विशेष न्यायाधीश, राज्य के समस्त
7. प्रिंसीपल रजिस्ट्रार, उच्च न्यायालय म.प्र. खण्डपीठ इंदौर/ग्वालियर
8. संचालक/अतिरिक्त संचालक, म.प्र. राज्य न्यायिक अकादमी, उत्सादित म.प्र. राज्य प्रशासनिक अधिकरण बिल्डिंग, जबलपुर
9. विशेष कर्तव्यस्थ अधिकारी/प्रशासनिक अधिकारी, उत्सादित म.प्र.राज्य प्रशासनिक अधिकरण, जबलपुर/इंदौर/ग्वालियर
10. बजट अधिकारी/लेखा अधिकारी/अनुभाग अधिकारी (लेखा), उच्च न्यायालय म.प्र. जबलपुर, इंदौर, ग्वालियर
11. सहायक(यात्रा भत्ता)/यात्रा भत्ता लिपिक, उच्च न्यायालय म.प्र., जबलपुर
12. रजिस्ट्रार (आई.टी) की ओर उच्च न्यायालय म.प्र. की बेवसाइड पर अपलोड करने हेतु

की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित कर लेख है कि जिले में पदस्थ समस्त न्यायिक अधिकारीगण की ओर परिचालित करने हेतु एवं उन्हें यह भी अवगत कराया जावे कि वे एलटीसी पर जाने के पूर्व एलटीसी से संबंधित ज्ञापनों/परिपत्रों एवं प्रक्रिया अनुदेशों का उक्त विभाग की बेवसाइट से अवलोकन कर, प्रस्थान करें ।

संलग्न: उपरोक्तानुसार ।


11.01.19
(सनत कुमार कश्यप)
रजिस्ट्रार (वर्क्स एण्ड इन्फ्रास्ट्रक्चर)

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)

Under Secretary to the Government of India

To

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

Contd...

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:-

S.No.	Criteria	Response
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. 1 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.

No. 31011/ 5/ 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: 24th September, 2014

OFFICE MEMORANDUM

Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt.(A.IV) dated 19th June, 2014, as per which the Government employees are required to book the 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. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014 which are as under:

- (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India/airlines, are required to be paid to the aforementioned authorised travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

10/24
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

Contd...

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 Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- ✓ 10. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders → Establishment → LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & Company Ltd., Core 8, Scope Complex, Ground Floor, 7, Lodhi Road. New Delhi.
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001

No. 31011/5/2014-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: September 23, 2015


OFFICE MEMORANDUM

Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19th June, 2014 which lays down that the Government employees are required to book the 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). Vide DoPT's O.M. 31011/5/2014-Estt.(A-IV) dated 24.09.2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC subject to the conditions stated vide Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014.

2. It has been observed that various Ministries/Departments continue to send references to DoPT seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorised by the aforesaid O.M.. In most of the cases, the common reason stated by the LTC beneficiaries is that they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries/ Departments are advised to ensure a wide circulation of the guidelines as stated in para 1 of this O.M.. 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.


(M.P. Rama Rao)

Under Secretary to the Government of India

To

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

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10. Hindi Section for Hindi version.

No. 31011/5/2014-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: August 21, 2017

OFFICE MEMORANDUM

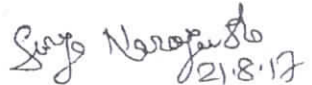
Subject:- Procedure for booking of air-tickets on LTC - clarification reg.

The undersigned is directed to refer to this Department's O.M. of even no. dated 23.09.2015 on the subject noted above 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, references are received in this Department seeking clarification whether the aforesaid condition of booking the tickets through authorized travel agents needs to be followed in cases where a non-entitled Government servant travels by air on LTC and claims the entitled train fare.

3. The matter has been examined in consultation with Department of Expenditure, Ministry of Finance and it is hereby clarified that in case of non-entitled Government servants travelling by air on LTC and claiming entitled rail fare, the condition of booking the air tickets through authorised travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' may not be insisted upon. In rest of the cases, the condition of booking the tickets through authorised modes shall continue to follow.

Enclosure: As above


21.8.17

(Surya Narayan Jha)

Under Secretary to the Government of India

To

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

Copy to:-

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(Notifications << OMs/Orders << Establishment << LTC.Rules).
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