



GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA
MINISTRY OF MINES
CENTRAL HEADQUARTERS
27, JAWAHARLAL NEHRU ROAD
KOLKATA - 700 016.

No.:/G-14011/1/Circular/AC-I/2015

Date: 15.03.2019

CIRCULAR

In view of observations made during processing of claims as well as audit objections being raised against travelling on official Tours, LTCs etc. by **purchasing of Air tickets from non-authorized agent**, this is to convey that all air tickets should henceforth strictly be booked/ purchased as per the directives given in Govt. of India OM No 31011/3/2018-Estt(A-IV) dated 20.09.2018 and 19024/22/2017. E.IV dated 19.07.2017 (Copy attached as Annexure-'A' & 'B') for the purpose of reimbursement of TA/LTC claim. **All the officers/officials of Geological Survey of India are advised to purchase air tickets for the purpose of official tours/LTCs directly from Airlines booking counter & Airlines websites or from the government authorised Travel Agents viz. M/S Balmer Lawrie & Company, M/S Ashok Travels & Tours and IRCTC only strictly.** Air tickets booked from any unauthorized agents is not admissible.

During processing/ scrutiny of the TA/LTC claims, if the said tickets for performing LTC/Tour are identified to be purchased from any non-authorized agents, the **entire airfare will be forfeited and strict administrative action** will be taken against the claimant.

(K.K. Panda)

Addl. Director General (F) & HOD
Geological Survey of India, CHQ

No.:/G-14011/1/Circular/AC-I/2015

Date: 15.03.2019

Copy to :-

1. The ADG's/DDG's, GSI, CHQ/ERO/NEER/NER/SRO/TI/WRO/NRO/CRO/RSAS/DGCO, Kolkata/Shillong/Hyderabad/Jaipur/Lucknow/Nagpur/Bangalore/New Delhi.
2. The Dy. Director General, M-III A Division, GSI, CHQ, Kolkata- **with request to upload the circular at GSI portal.**
3. The Chief Vigilance Officer, CHQ, GSI, Kolkata
4. The DDG's/Director/Officer-in-charge, SU:Maharashtra/SU:Madhya Pradesh/SU:MP &CH/SU:West Bengal-Andaman & Nicobar Islands/SU:Bihar/SU:Jharkhand/SU:Odisha/SU:Tripura- Mizoram/SU:Manipur-Nagaland/SU:Arunachal Pradesh/SU:Assam/SU:UP & UK/SU:Punjab & HP/SU:Faridabad/SU:Jammu & Kashmir/SU:Tamil Nadu & Puducherry/SU:Kerala/SU:Karnataka & Goa/SU:Gujarat

K.K. Panda

(K.K. Panda)

Addl. Director General (F) & HOD
Geological Survey of India, CHQ

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi

Dated the 19th July, 2017

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Government of India as per standard distribution list

Copy O/o C&AG, UPSC etc. as per standard endorsement list.

No. 31011/3/2018-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: September 20, 2018

OFFICE MEMORANDUM

Subject:- **Central Civil Services (Leave Travel Concession) Rules, 1988 — Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar – extension beyond 25.09.2018.**

The undersigned is directed to refer to this Department's O.M. No. 31011/3/2014-Estt.A-IV dated 19.09.2016 on the subject noted above and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2018 till 25th September, 2020 as under:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled Government servants for visiting NER, J&K and A&N.
- (iii) Permission to undertake journey to J&K, NER and A&N by private airlines.

2. The above special dispensation is subject to the following terms & conditions:

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N/ J&K against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants, whose Home Town and Headquarters/place of posting is the same, are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them.
- (iv) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the maximum fare limit of LTC-80.
- (v) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the maximum fare limit of LTC-80 in the following sectors:
 - (a) Between Kolkata/Guwahati and any place in NER.
 - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
 - (c) Between Delhi/Amritsar and any place in J&K.

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar shall be undertaken as per their entitlement.

Contd...

From pre-page:

- (vi) Air travel by Government employees to NER, J&K and A&N as mentioned in para (iv) and (v) above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC as permitted.
- (vii) Air Tickets are to be purchased 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's O.M. No. 31011/6/2002- Esst.(A) dated 02.12.2009] while undertaking LTC journey. Booking of tickets through other agencies is not permitted and no request for relaxation of rules for booking the tickets through such agencies shall be considered by this Department.
3. Efforts should be made by the Government servants to book air tickets at the cheapest fare possible. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

4. In so far as the employees of Indian Audit and Accounts Department are concerned, this order issues after consultation with Comptroller & Auditor General of India.

Surya Narayan Jha 22.9.18

(Surya Narayan Jha)

Under Secretary to the Govt. of India

To

The Secretaries
All Ministries/ Departments of the Government of India
(As per the 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.
10. NIC, DoP&T with the request to upload this OM on Department's website at 'What's New' and OMs/Orders→Establishment→ LTC Rules.