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**KRISH BHAVAN: NEW DELHI**

F.No.FIN./10 /1/2009-CDN (A&A)

Dated the 19<sup>th</sup> July, 2013

**ENDORSEMENT**

The Ministry of Finance, Department of Expenditure has issued Guideline on Air Travel on Official Tour/Leave Travel Concession (LTC). As approved by competent authority, O.M.No. 19024/1/2012-E-IV dated 9<sup>th</sup> July, 2013 has been uploaded and posted on the ICAR Web-Site [www.icar.org.in](http://www.icar.org.in) for information, guidance and compliance.

  
(G.P. Sharma)  
Dy. Director (Fin.)

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*Pl. display in internet*  
*30 July 2013*

North Block, New Delhi  
Dated the 9<sup>th</sup> July, 2013

## Office Memorandum

Subject: Guidelings on Air Travel on Official Tours/Leave Travel Concession (LTC) - reg.

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time-to-time regarding the procedure for booking of a tickets on Government account. As per existing procedure Government officials/offices can book the air tickets directly from Airlines (a) Booking counters/Website of Airlines; and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours (A/T) (Department of Expenditure OM No. 19024/1/2009-E IV dated 16.09.2010 refers). Air tickets for travel on LTC, to a limited extent, can also be get booked through Indian Railway Catering & Tourist Corporation (IRCTC) (Department of Personnel & Training OM No. 31/11/6/2002-Estt (A) dated 02.12.2009 refers).

2. It has now been decided to include HCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of, in addition to PCL and AIT, the services of HCTC can also be availed of.

3. All Ministries/Departments of the Government of India, etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.

Sabbash Chand  
(Sabbash Chand)

Deputy Secretary to the Government of India

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