



## Indira Gandhi Delhi Technical University for Women

(Established by Govt. of Delhi vide Act 09 of 2012  
(Formerly Indira Gandhi Institute of Technology))

No.F.90/IGDTUW/Accts./General Coresp./2016/4008

Dated: 20-8-2018

### CIRCULAR

**Sub : Travel by air while on tour/LTC.**

Government of India, Ministry of Finance, Department of Expenditure and Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training have issued various office memorandums on the above subject in respect of Government servants entitled to travel by air on tour/LTC. As per O.M. No.F.20/10/2016-AC/104-28 dated 25.2.2016 issued by Finance (Accounts) Department, GNCTD, the employees who are entitled to travel by air on tour/LTC are allowed to travel by any air lines i.e., either by Air – India or by private airlines of their choice, provided the fare of air-ticket so purchased should not exceed that of Air-India on the date of journey. Further, the officers should endeavour to buy the cheapest air ticket possible and travel only in Economy class. Further, while submitting the reimbursement claim of travel by private airlines, all officers are required to attach a print out rate chart of air fare of Air-India taken from their official web-site i.e., the air fare applicable on the date of booking of ticket of private airlines. A copy of above referred O.M is attached for ready reference and for compliance invariably, failing which, the claims for tour/LTC shall summarily be rejected.

This issues with the prior approval of competent authority.

Encl: As above.

  
DFO, IGDTUW

No.F.90/IGDTUW/Accts./General Coresp./2016/4008

Dated: 20-08-2018

Copy to the following for information:-

1. All HODS/Branch In-charges of IGDTUW for wide circulation in their respective departments/branch.
- ✓ 2. In-Charge of web-site of IGDTUW with the request to upload the circular on web-site of IGDTUW.
3. P.S to Hon'ble V.C., IGDTUW.
4. P.A. to Registrar, IGDTUW

  
DFO, IGDTUW

**GOVERNMENT OF NCT OF DELHI**  
**Finance (Accounts) Department,**  
**'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi.**

No.F.20/10/2016-AC/ 104-28

Dated: 25/2/16

To

1. All the Pr. Secretaries / Secretaries / Heads of Departments of Government of NCT of Delhi.

**OFFICE MEMORANDUM**

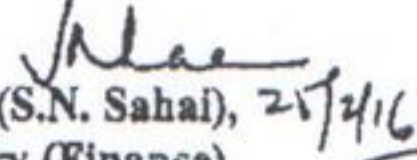
**Subject: Travel by air while on tour / LTC.**

As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 13.07.2009, Government servants entitled to travel by air on tour are required to travel only by Air-India. As per Government of India, Ministry of Finance, Department of Expenditure, O.M.No.19024/1/2009-E.IV, dated 16.09.2010, while on LTC Government servants entitled to travel by air are required to travel by Air-India in Economy Class at LTC-80 fare.

Instances have come to the notice of the Finance Department that the air-fare being charged by Air-India is much higher than that of private airlines. The matter has been reviewed and it has been decided by the competent authority that w.e.f. 01.03.2016 the following procedure will be followed in respect of air travel on tours and LTC so as to contain the Government expenditure to that extent.

- (a) Entitled category officers are allowed to travel by any airlines, i.e., either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air-ticket does not exceed that of Air-India on the date of journey. Officers should endeavour to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class;
- (b) In all cases whenever a Government servant travels by air, he/she is required to book the air tickets through booking counters / offices / websites of Air-India or Private airlines or through the approved travel agencies viz., M/s Balmer Lawrie & Co. Ltd. / M/s Ashok Tours & Travels Ltd. / IRCTC / DTTDC. Booking of tickets through any other agency is not permissible.
- (c) No reimbursement of air fare shall be allowed more than that of Air-India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e., the air fare applicable on the date of booking of ticket of private airlines.
- (d) Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

This issues with the approval of Dy. CM / FM.

  
(S.N. Sahai), 25/2/16  
Pr. Secretary (Finance).

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