

No. 19024/1/2012-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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

Office Memorandum

**Subject: Guidelines 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 air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at 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 (ATT) [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 & Tourism Corporation (IRCTC) [Department of Personnel & Training OM No. 31011/6/2002-Estt.(A) dated 02.12.2009 refers].

2. **It has now been decided to include IRCTC 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 BLCL and ATT, the services of IRCTC 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.



(Subhash Chand)

Deputy Secretary to the Government of India

To,  
All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
2. NIC, MoF with the request to upload the OM on the website of this Ministry.