

NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION,
DELHI

No. :NSFDC/Pers/LTC/91/

20th October, 2022

OFFICE ORDER

In terms of Department of Expenditures OMs No. 19024/03/2021-E.IV dated 31.12.2021, 16.02.2022, 16.06.2022 and DoPT OM No.31011/12/2022-Estt.(A-IV) dated 29.08.2022, the guidelines on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) were issued. The same is being informed for strict compliance and information of the officials/employees of the Corporation:

1. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:

- (a) M/s Balmer Lawrie & Company Limited (BLCL),
- (b) M/s Ashok Travels & Tours (ATT),
- (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the officials/employees in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.

3. Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.

- (a) On the day of travel in the desired 3 hours' slot of following time band - 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
- (b) With provision of optimizing within a 10% price band, for convenience and comfort.

4. Employees are **advised to book flight tickets at least 21 days prior to the intended date of travel on LTC**, to avail the most competitive fares and minimize burden on the exchequer. Any booking made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.

5. Employees are also advised to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of employee.



6. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.

7. Employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Ids with these three agencies to book their air tickets digitally through above modes for travel by any airlines.

8. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

9. No Mileage Points will be generated against travel on Government account.

Provisions for Advance

10. Employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 3 (a) above, at least 30 days prior to the intended date of journey.

11. Employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.

12. Those employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/ Guwahati/ Chennai/ Visakhapatnam / Delhi/ Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/ Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

Provisions for Reimbursement

13. In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.

14. In all cases wherein the non-entitled employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print




out of the details of the flights available in the next slot may be retained. **In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.**

15. **Employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit.** However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

This issues with the approval of the Competent Authority.

Hindi version will follow.


(Rajni Mongia)
Manager (HR)

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