

**NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING
AMRAVATI ROAD: NAGPUR-440 033**

F.No.94-Admn. 8336/19

Date: 06.08.2013

ENDORSEMENT

Copy of the letter No. F.No. FIN./10/1/2009-CDN (A&A) dated 19th July, 2013 received from the Dy. Director (Fin.), ICAR, New Delhi is hereby forwarded for information and further necessary action.



ASSTT. ADMINISTRATIVE OFFICER





Fax Message No. 6489
 Date: 19/7/2013
 NO. 011-305 02

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 KRISH BHAVAN: NEW DELHI**

N.B.S.S. & L.U.P.

Diary No. 128

Date: 6/8/13

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

Dated the 19 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 9th July, 2013 has been uploaded and posted on the ICAR Web-Site www.icar.org.in for information, guidance and compliance.

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

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8. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS&FA, DARE/ICAR.
9. Shri Hans Raj, Information System Officer, DKMA, KAB-I for posting the above mentioned Office Memorandum in the ICAR Web-Site.
10. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad.
11. Guard file
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AAO,
 For circulation pl.

1/2
 06/08/13

> NO 10 V)

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

North Block, New Delhi
Dated the 9th 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 booked through Indian Railway Catering & Tourism Corporation(IRCTC)[Department of Personnel & Training OM No. 31011/6/2002-Est.(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 right 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.

16/7/13
 Section
 No. 16/7/13
 Date: 16/7/13
 C&AG (A & B)