

No. A-27023/1/2014-Ad.VI(A)
Government of India
Ministry of Finance
Department of Revenue
(Central Board Direct Taxes)

New Delhi, the 24th January, 2014

To

All CCsIT/DGsIT

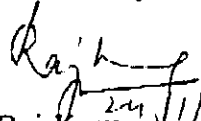
Subject:- Guidelines on Air Travel on Tours/LTC.

Sir/Madam,

I am directed to enclose herewith a copy of O.M. Dy. No. 212615/Cash-2013 dated 2nd January, 2014 received from the Cash Section, Department of Revenue, New Delhi on the subject cited above for information and strict adherence to the Department of Expenditure's O.M. No. 19024/1/2009-E.IV, dated 16.09.2010(copy enclosed) on air travel on tours/LTC by IRS(IT) officers.

Encl. as above.

Yours faithfully,


(Raj Kumar) 24/1/14

Under Secretary to the Government of India
Tele No. 23095565

Copy to: The Webmanager irsofficersoline/Data Base Cell for uploading on the website of the Department.

9/1
Sh. Santosh

Dy.No.212615/Cash-2013
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE

New Delhi, the 2nd January 2014

OFFICE MEMORANDUM

Subject: Guidelines on Air Travel on Tours/LTC

The undersigned is directed to invite a reference to Ministry of Finance, Department of Expenditure's O.M.No.19024/1/2009-E.IV, dated 16.09.2010 (copy enclosed) on the subject cited above.

2. It has been observed that various instances have come to the notice that officers from Department of Revenue and the two Boards Central Board of Direct Taxes and Central Board of Excise and Customs are still not following the guidelines provided in the Department of Expenditure's O.M. referred above. Either the air tickets are booked through an agent other than the Authorized Travel Agents or the journey is performed by the private air lines in contravention of the instructions issued by the Department of Expenditure. Therefore all the concerned officers are requested to strictly adhere to the instructions of Department of Expenditure on the air travel on tours/LTC.

(Rajinder Kumar)

Under Secretary to the Govt. of India

Encls: As above

To

All Officers and Sections in the Department of Revenue

Copy to:

1. Joint Secretary (Admn.-CBEC)/Joint Secretary (Admn.-CBDT) with the request to confirm whether the above instructions have been circulated to all the concerned officers. Otherwise, it is requested to circulate these instructions to all offices/officers in the field formations of CBEC/CBDT
2. Section Officer (Computer Cell) with the request to place this OM on the website of Department of Revenue

(Rajinder Kumar)

Under Secretary to the Govt. of India

No. 19024/1/2009-E.IV
Government of India
Ministry of Finance
Department of Expenditure

30

New Delhi dated the 16th September, 2010

Office Memorandum

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

1. On Official Tours:

(i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.

(ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. LTC:

(i) Travel by Air India only.

(ii) In Economy class only, irrespective of entitlement.

(iii) LTC-80 ticket of Air India only to be purchased.

(iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC (to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

3. LTC for J&K:

(i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].

(ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.


(Karan Singh)

Under Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India