

## LEAVE TRAVEL CONCESSION (LTC) RULES

F.No. 31011/4/2014-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training

New Delhi, Dated: June 19, 2014.

### OFFICE MEMORANDUM

**Subject: Clarification regarding purchase of Air Tickets from Authorized Travel Agents for the purpose of LTC.**

The undersigned is directed to refer to the instructions issued from time to time on the above noted subject and say that the Government employees are required to book their air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service 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 DoPT O.M. No. 31011/6/2002-Estt. (A) dated 02.12.2009) while undertaking LTD journey(s).

2. In a number of cases, it has been noticed that the aforesaid instructions are not being followed and as a result various Ministries/ Departments continue to make references to DoPT seeking relaxation of the conditions for one reason or the other. The most common reasons given by the employees are unawareness of the rules and non-availability of Authorized Travel Agents viz. M/s Ashok Travels, M/s Balmer Lawrie & Company at places where the tickets have been booked from. Even in such cases, the option of booking directly from the airlines through their website is available. In no case is the booking of tickets through any other agency is permissible.

3. All the Ministries/ Departments of Government of India are advised to ensure that their employees are made aware of the above mentioned guidelines to avoid breach of any of the LTD rules.

4. This issues with the approval of Joint Secretary (E).

(B. Bandyopadhyay)  
Under Secretary to the Govt. of India

Source: [www.LTCIndia.in](http://www.LTCIndia.in)

