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DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

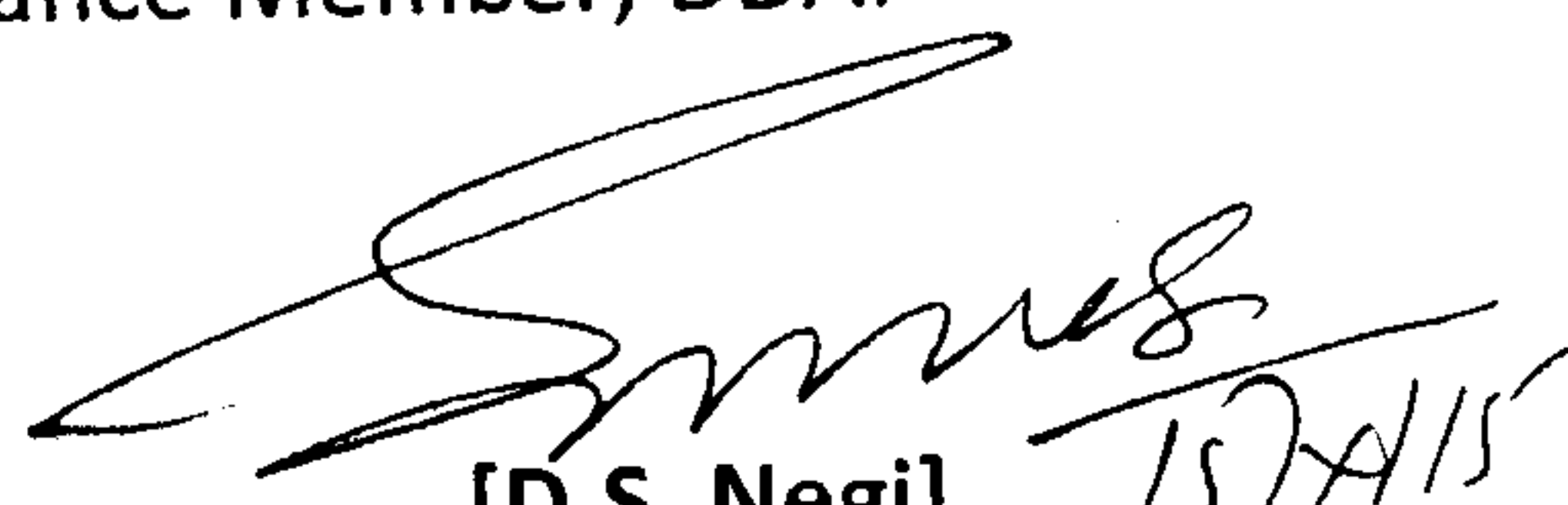
F&E CIRCULAR NO.24/2015

The undersigned has been directed to convey that Office Memorandum No. 31011/5/2014-Estt.(A-IV) dated 23.09.2015 issued by the Under Secretary to the Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (Establishment A-IV Desk) (copy enclosed) regarding procedure for booking of Air-Tickets on LTC – clarifications would also be applicable in DDA in the same manner.

Hindi version of this circular is also enclosed.

This issues with the approval of Finance Member, DDA.

Encl: As above.

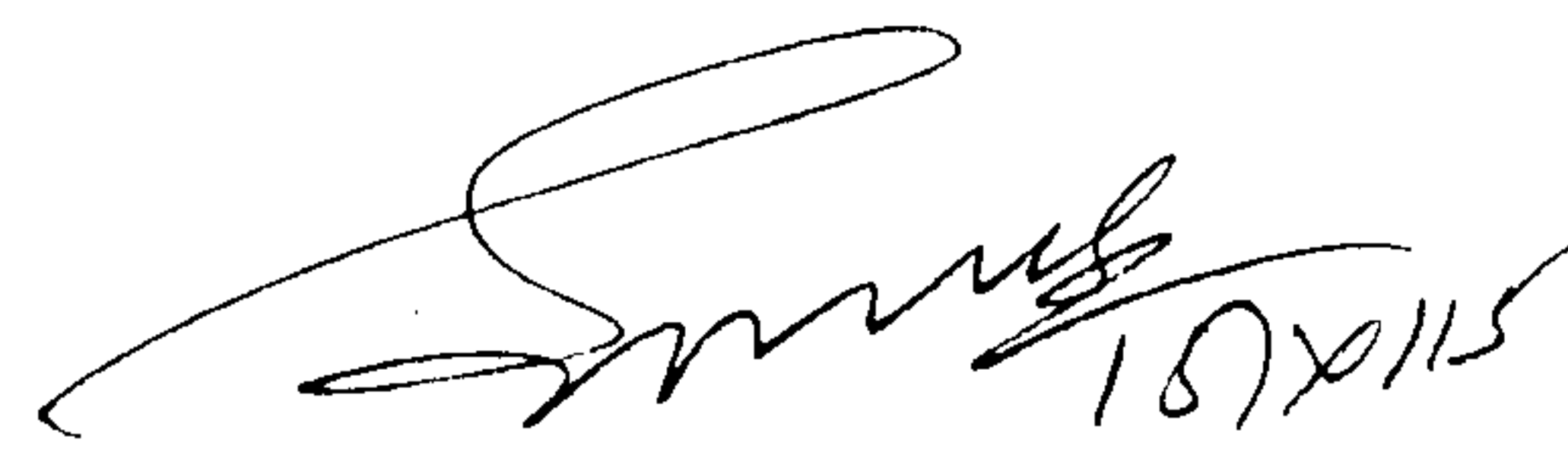

[D.S. Negi] 15/9/15
Sr. Accounts Officer[F&E]

No: FE.98(01)/2014/DDA/ 580

Dated: 15/X/15

Copy to:-

1. O.S.D. to Vice -Chairman, DDA for information of the latter;
2. P.S. to F.M./E.M. for information of the latter;
3. All Pr. Commissioners/C.V.O./C.L.A./C.A.O., DDA;
4. Commissioners (Personnel)/Commissioner-Cum-Secretary;
5. All Chief Engineers/Chief Architect, DDA;
6. F.A.(Housing)/Director(Finance)/Medical & Pension/Audit;
7. Dy. Secretary(Hindi), DDA;
8. Dy. C.A.O.(HQ)-I,II & III/all Zonal Dy. CAOs;
9. All DDOs of DDA;
10. Press Manager, DDA to prepare 200 copies of the circular alongwith its enclosures.
11. Notice Board;
12. Guard File.


Sr. Accounts Officer[F&E]



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दिल्ली विकास प्राधिकरण
(वित्त एवं व्यय)

परिपत्र संख्या: 24/2015

अधो हस्ताक्षरकर्ता को यह सूचित करने का निर्देश दिया गया है कि भारत सरकार, कार्मिक, लोक शिकायत तथा पेंशन, कार्मिक एवं प्रशिक्षण विभाग (संस्थापना ए-IV डेस्क) के द्वारा जारी अवकाश यात्रा रियायत हेतु हवाई जहाज के टिकट खरीदने के संबंध में कार्यालय ज्ञापन संख्या-31011/5/2014- संस्थापना ए-IV दिनांक 23 सितंबर, 2015 (प्रतिलिपि संलग्न) के प्रावधान दिल्ली विकास प्राधिकरण में भी लागू होंगे।

यह परिपत्र वित्त सदस्य, दिल्ली विकास प्राधिकरण के अनुमोदन से जारी किया जाता है।

संलग्न: उपरोक्त



(डी.एस.नेगी)

वरिष्ठ लेखाधिकारी(वित्त एवं व्यय)

मिसिल संख्या:-एफ.ई.98(01)2014 /दि.वि.प्रा./580 दिनांक: 15/X/15

आवश्यक कार्यवाही हेतु प्रेषित :-

1. उपाध्यक्ष महोदय के विशेष कार्यधिकारी को सूचनार्थ;
2. वित्त सदस्य, अभियन्ता सदस्य के निजी सचिव;
3. सभी प्रधान आयुक्त/मुख्य सतर्कता अधिकारी/मुख्य विधी सलाहकार;
4. आयुक्त (कार्मिक)/आयुक्त सह सचिव/योजना;
5. सभी मुख्य अभियन्ता/मुख्य वास्तुविद;
6. वित्त सलाहकार(आवास)/निदेशक(भूमि लागत/वित्त/चिकित्सा एवं पेंशन/आडिट);
7. सभी उपमुख्य लेखाधिकारी-/उप वित्त सलाहकार(आवास)-1एवं2 इस अनुरोध के साथ कि यह परिपत्र सभी आहरण एवं संवितरण अधिकारियों तथा अन्य कर्मचारियों के ज्ञान में लायें;
8. उप-सचिव(हिंदी);
9. प्रैस मैनेजर, दिल्ली विकास प्राधिकरण इस अनुरोध के साथ कि इस परिपत्र की 200 प्रतियां छपवाएं;
10. लेखाधिकारी (खेल);
11. सूचना पट्ट/ संबंधित मिसिल।


वरिष्ठ लेखाधिकारी(वित्त एवं व्यय)

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5/10/15

6/10/15
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CAO
M. XII

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05/10/15

North Block, New Delhi-110 001

Dated: September 23, 2015

OFFICE MEMORANDUM

Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.(A-IV) dated 19th June, 2014 which lays down that the Government employees are required to book the 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 LTC journey(s). Vide DoPT's O.M. 31011/5/2014-Estt.(A-IV) dated 24.09.2014, the web-portal of these authorized travel agents will also be treated as an acceptable mode for purchase of air tickets on LTC subject to the conditions stated vide Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014.

2. It has been observed that various Ministries/Departments continue to send references to DoPT seeking relaxation regarding the booking of air tickets for the purpose of LTC from the travel agents not authorised by the aforesaid O.M.. In most of the cases, the common reason stated by the LTC beneficiaries is that they were not aware of the guidelines and inadvertently booked the tickets from other travel agents.

3. All the Ministries/ Departments are advised to ensure a wide circulation of the guidelines as stated in para 1 of this O.M.. This point may also be emphasized by the Administration whenever any advance is sought or intention to avail LTC is conveyed by the Government servant.


(M.P. Rama Rao)

Under Secretary to the Government of India

To
The Secretaries
All Ministries / Departments of Government of India.
(As per the standard list)

Mr. A. (F&R)
By CAO (Estt)
5/10/15

Put up
5/10/15

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AFO

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