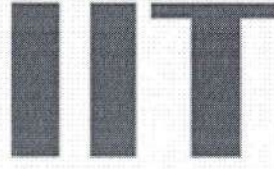




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
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कुलसचिव कार्यालय
(छुट्टी यात्रा रियायत प्रकोष्ठ)

Ref.No.: IIT(BHU)/LTC/2026-27/ 4557

Office of the Registrar
Admin (LTC Cell)

Date: 16.06.2026

NOTICE

Subject: Booking of Air tickets through Authorized Travel Agents (ATAs) for LTC Travel-Compliance with Government of India Instructions.

It has been frequently observed that employees, while availing Leave Travel Concession (LTC), do not always adhere to the prescribed Government of India guidelines inadvertently. This creates difficulties in the smooth processing of LTC claims and in ensuring compliance with the applicable Government rules.

In this regard, attention is once again drawn to the Office Memorandum No. 31011/11/2023-Pers. Policy A.IV dated 20.10.2023 (copy enclosed for ready reference). All employees are, therefore, requested to carefully follow the prescribed instructions contained in the above-mentioned Office Memorandum, particularly the following instructions while availing LTC benefits:

- While booking air-tickets through **Authorized Travel Agents (ATAs)**, tickets must be booked under the category of "LTC" only.
- Tickets booked under the "**Corporate**" category will not be admissible for LTC claims.

Employees are thus, advised that while booking air ticket(s) through the prescribed Authorized Travel Agents (ATAs), they shall verify the category of booking before finalization of the ticket(s), as adherence to the prescribed guidelines is essential for the admissibility and settlement of LTC claims.

This notice is being issued to reinforce awareness and ensure that all employees are guided correctly while availing LTC. Your cooperation in this regard will help avoid inconvenience at a later stage and facilitate smooth processing of LTC claims.

Encl: As stated above


Registrar 16.06.2026

For information and necessary action to:

1. All staff concerned.
2. The Head, CCIS - with a request to upload the notice on the Institute website.

F. No. 31011/11/2023 - Pers. Policy A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Pers. Policy A-IV Desk

North Block, New Delhi.
Dated: 20th October, 2023

OFFICE MEMORANDUM

Subject: Modifications in instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – reg.

The undersigned is directed to refer to this Department's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 regarding instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC). The Department of Personnel and Training (DoPT) has been receiving a number of representations seeking clarifications on issues relating to the settlement of claims, particularly of those government employees who have not retained the screenshot of the concerned webpage of the authorised travel Agents (ATAs) during the booking of air tickets, as provided under the OM dated 29.8.2022 referred to above.

2. In view of the above, the matter has been examined and with the approval of competent authority, the following changes/modifications in the prescribed procedure are made for the convenience of Government employees: -

(i) All three authorized travel agents, viz. M/s Balmier Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT), and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) are to display the details of the flight having the cheapest fare and the flight(s) having the fare 10% more than the cheapest fare only, in the desired time slot, at the time of booking the air tickets by the Government employees for the purpose of LTC journey. Therefore, the booking of air ticket for the purpose of LTC on the website of these three authorized travel agents shall itself be a proof that the ticket booked by the individual government employee was of the cheapest fare as provided under the guidelines.

(ii) All three authorized agents shall indicate the word 'LTC' on tickets issued for the LTC journey; and

(iii) In all cases wherein the non-entitled Government employees are to 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 Government employees shall continue to 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 for the purpose of settlement of claims, as provided under Point (ii) of the title

"Provisions for Reimbursement" in OM dated 29.8.2022, referred to above.


3. Further, all the three ATAs have also been directed to allow the registration of those employees who do not have official email accounts provided their administrative office sends their details depicting their names, employee code no., private email IDs and mobile numbers, etc. to the travel agents for the purpose of booking the air tickets in respect of LTC journey.

4. For the sake of convenience, the links of the three authorized travel agents are as below:

(i) 'M/s Balmer Lawrie & Company Limited', BLCL (<https://govemp.balmerlawrietravelapp.com>), (ii) 'M/s Ashok Travels & Tours', 'ATT' (<https://www.attttdc.in>) and (iii) Indian Railways Catering and Tourism Corporation Ltd., 'IRCTC' (<https://www.air.irctc.co.in>).

5. All the Ministries/Departments are once again advised to bring it to the notice of all their employees that any misuse of LTC shall be viewed seriously and appropriate action as deemed fit under the relevant rules will be taken against the defaulting employees. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified by the airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

6. Hindi version will follow.


20/10/23
(Satish Kumar)

Under Secretary to the Government of India
Tel: 2304 0341

To

1. M/s Balmer Lawrie & Company Limited (BLCL), Core-8, Ground Floor, Scope Complex, 7, Lodhi Road, New Delhi-110003
2. M/s Ashok Travels & Tours (AT&T), Room No. 506, 5th Floor, Core-8, Scope Complex, 7, Lodhi Road, New Delhi-110003
3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), 9th floor, Bank of Baroda Building, 16, Parliament Street, New Delhi-110001

Copy to:

1. All Secretaries of Ministries/ Departments of the Government of India
(As per the standard list)
2. Comptroller & Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Central Bureau of Investigation, New Delhi.