

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

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

Dated the 19th October, 2010

OFFICE MEMORANDUM

The Ministry of Finance, Department of Expenditure has issued guidelines regarding Air travel on official account- both domestic and international. As approved by the Competent Authority, the O.M. No.19024/1/2009-E.IV dated the 16th September, 2010 has been adopted by the Council and the same is being posted on the ICAR Web-Site www.icar.org.in for information, guidance and compliance.



(C.J. Stephen)
Finance & Accts. Officer

Distribution :-

I. ICAR Research Institutes etc:-

1. The Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates and National Research Centres/Bureaux.
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II ICAR Headquarters:-

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa New Delhi.
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3. PD, DIPA, KAB-I, Pusa, New Delhi
4. ADG (CDN.)/ADG (PIM)
5. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Addl. Secretary, DARE & Secretary, ICAR/PS to AS&FA, DARE/ICAR and PS to Chairman, ASRB/ND, NAIP, Pusa New Delhi-12
6. DS (A/Cash/WS)/DS (GAC)/US (Cash)
7. Shri Hans Raj, Information System Officer, (DIPA) KAB-I for posting the above mentioned letters in the ICAR Web-Site.
8. Secretary (Staff Side), CJSC, Room. No.516, Krishi Bhavan, New Delhi
9. Guard file.
10. Spare copies-10

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

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 OM 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