

No.F.TU/REG/G-Admin/05/2015 (Vol-VII)

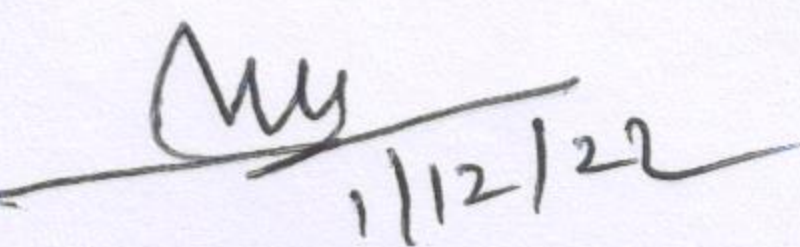
Date: 1st December, 2022

NOTIFICATION

The O.M.s F.No. 31011/15/2022-Estt.A.IV dated 11.10.2022 and F.No. 31011/12/2022-Estt.A.IV dated 29.08.2022 are circulated once again for reference and necessary compliance by all employees while booking tickets for LTC/HTC and official tours. All concerned are advised to go through the OMs carefully, however, some important provisions are mentioned hereunder as: -

- 1) Booking of air tickets only through 3 (three) Authorized Travel Agencies as mentioned in the Office Memorandum vide F.No. 31011/12/2022-Estt.A.IV dated 29.08.2022 of DoPT, Govt. of India is allowed. Purchase of tickets from any other agent or even directly through Airlines (online/offline) is not permissible.
- 2) All employees are supposed to register themselves on M/s. Balmer Lawrie & Company Limited (BLCL) website [Link: <https://govemp.balmerlawrietravelapp.com/>]. Necessary DoPT, Govt. of India O.M.s F.No. 31011/15/2022-Estt.A.IV dated 11.10.2022 and F.No. 31011/12/2022-Estt.A.IV dated 29.08.2022 are attached herewith for reference. As on date registration facility for employees is available only in M/s. Balmer Lawrie & Company Limited (BLCL) website.
- 3) While making booking, employees are to choose best available fare and take a print out of the concerned webpage. Such print out must be attached along with the claim for reimbursement.
- 4) Employees are encouraged to book tickets atleast 21 days prior to intended date of travel. Instruction in clause (iii) in the Office Memorandum vide F.No. 31011/12/2022-Estt.A.IV dated 29.08.2022 of DoPT, Govt. of India should be followed.

This is issued with the approval of the Competent Authority.


(Dr. Deepak Sharma)
Registrar

Copy for information and wide circulation to:

1. The Dean, Faculty of Science, Tripura University.
2. The Dean, Faculty of Arts & Commerce, Tripura University.
3. All Heads/In-charge/Coordinators, Department of with a request to circulate among all Faculty members and Staff.
4. All Officers....., Tripura University.
5. P.S. to the Hon'ble Vice Chancellor, Tripura University.
6. Tripura University Website.

F.No. 31011/15/2022-Estt-A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(Establishment A-IV)

North Block, New Delhi
Dated 11th October, 2022

OFFICE MEMORANDUM

**Subject : Central Civil Services (Leave Travel Concession) Rules, 1988
— Relaxation to travel by air to visit North East Region,
Jammu & Kashmir, Ladakh and Andaman & Nicobar —
extension beyond 25.09.2022 - reg.**

The undersigned is directed to refer to this Department's OM No.31011/3/2018-Estt.A-IV dated 08.10.2020 regarding relaxation to travel by air to visit North East Region, Jammu & Kashmir, and Andaman & Nicobar, and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Union Territory of Jammu and Kashmir (J&K), Union Territory of Ladakh and Union Territory of Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2022 till 25th September, 2024.

2. The above Special Dispensation Concession is subject to the following terms & conditions:

(i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K/Ladakh against the conversion of their one Home Town LTC in a four years' block period.

(ii) Government servants, whose Home Town and Headquarters/ place of posting are same, they are not allowed the conversion of any Home Town LTC as they are not eligible for the Home Town LTC facility.

(iii) The Government servant whose Home Town is situated in NER/A&N/J&K/Ladakh will also be allowed conversion of Home Town LTC for availing this Scheme to visit any place in any one of the three regions out of the above mentioned four regions except the region wherein his/her Hometown is situated.


Contd.....

- (iv) Fresh Recruits are also allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them to visit NER/A&N/ J&K/Ladakh. In addition, they are allowed one additional conversion of Home Town LTC to visit UT of J&K/ UT of Ladakh in a block of four years.
- (v) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the terms and conditions as enumerated in DoPT's OM. No. 31011/12/2022-Estt.A-IV dated 29.08.2022 (copy enclosed).
- (vi) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the terms and conditions as enumerated in DoPT's OM dated 29.08.2022 in the following sectors:-
- (a) Between Kolkata/Guwahati and any place in NER.
 - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
 - (c) Between Delhi/Amritsar and any place in J&K/Ladakh.
- Journey for these non-entitled employees from their Headquarters upto Kolkata/ Guwahati/Chennai /Visakhapatnam/Delhi/ Amritsar shall be undertaken as per their entitlement.
- (vii) Air travel by Government employees to NER, J&K, Ladakh and A&N as mentioned in para (v) and (vi) above is allowed whether they avail the concession against Anywhere in India LTC or in lieu of the Home Town LTC, as permitted.
- (viii) Government servants not entitled to travel by air are also allowed to travel by air in Economy class by any airlines to any place in NER/A&N/J&K/Ladakh from their Headquarters directly, however, the reimbursement will be subject to the conditions as enumerated in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022.
- (ix) The instructions regarding booking of air tickets through authorized travel agents, best available fares, slots, booking time, advances, reimbursement, etc., as mentioned in DoPT's OM No. 31011/12/2022-Estt.A-IV dated 29.08.2022 will also be applicable for this Special Dispensation Scheme.

Contd.....

3. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. 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 from 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.

4. In so far as applicability of this extended scheme to the persons belonging to Indian Audit and Accounts Department is concerned, a separate communication will be issued after the comments/concurrence from the O/o C&AG is received as mandated under Article 148(5) of the Constitution of India.


11/10/22

(Satish Kumar)

Under Secretary to the Government of India

Tel 23040341

To

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

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

F. No. 31011/12/2022-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi.
Dated 29th August, 2022

OFFICE MEMORANDUM

Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
 - (a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
 - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

Contd ...2

- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

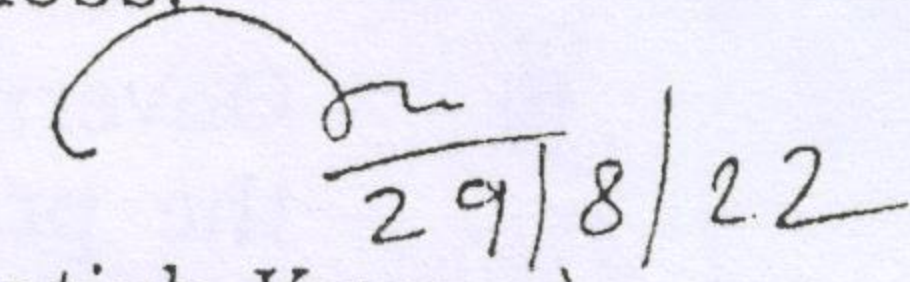
Contd ...3

Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- (ii) In all cases wherein the non-entitled Government employees 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 must 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.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.


(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

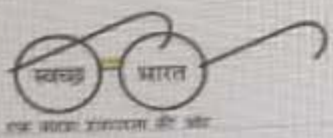
Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.

- 🏠 **Homepage**
- 🏠 **Government Portal**
- 🔍 **Government Portal Queries**
- 🌴 **Vacation Exotica**
- 🗣️ **Feedback**
- 📞 **Contact Us**

How can we register on the website ?

- User registration on Government of India portal - can be done only with government official mail addresses like [@gov.in](#), [@nic.in](#), or similar government mail addresses. Government of India employee portal website will not accept any private and non-government mail addresses like [@gmail.com](#), [@yahoo.com](#), [@rediffmail.com](#), [@hotmail.com](#), [@outlook.com](#), [@live.com](#) or similar mail address. If you don't have any government email address and would like to book LTC tickets then you can visit our website – www.vacationsexotica.com
- You can register on our portal made for Government of India employees, by clicking on **"First Time User"** which will redirect you to <https://govemp.balmerlawrietravelapp.com/Traveller/ICSTravellerRegistration>
- You have to activate the user-id by going into your registered official mail and clicking on the link sent by our government of India portal post-registration.



Incredible India



TRAVELLER SETTINGS

- Profile
- FF Details
- Dependent
- Passport
- Image Upload
- Change Password
- MPIN

Mobile*	Email* @tripurauniv.ac.in	Employee No.*	Cost Center*		
OfficeTelNo	Department*	Designation*	DOB*	Gender*	Emergency Contact Name
Emergency Contact No.	Country*	State*	City*	Address	DOJ
	India	Tripura	Agartala	Tripura University , (A Central	
					DOR*

TRAVELLER SETTINGS

- Profile
- FF Details
- Dependent**
- Passport
- Image Upload
- Change Password
- MPIN

Traveller Type*	Title*	First Name*	Last Name*	Gender*	Relation*
--Select--	--Title--			--Gender--	

DOB*

Save Dependent Info



Login

Please enter your user id

Please enter your password



I'm not a robot

reCAPTCHA
Privacy - Terms

Login

[First Time User](#)

[Password Policy](#)

[Forgot Password?](#)

[Write to Us](#)

Welcome to Government of India EMPLOYEES FLIGHT BOOKING PORTAL

We are pleased to offer benefits to all the government employees:

1. No Service Fee.
2. Cancellation as per Airline Policy.
3. 100% transparent fares and real time availability for GOV Employees.
4. 24 x 7 Travel Assistance Call Centre Support for Tickets and other services.
5. Secure online System with certified processes.
6. GOV Portal Fares:
 - a) Cancellation Fee as per Airline Policy
 - b) Meal Options available as per Airline Policy
 - c) Seat Selection available as per Airline Policy

Registration can be done only with government official mail address, system will not accept any private mail address like gmail.com, yahoo.com, rediffmail.com etc

Note: Airlines keeps changing the policies and negotiated deals time to time, Travellers must check fare rules before proceeding for bookings.

Balmer Lawrie & Co. Ltd.
(A Government of India - Enterprise)

deals time to time.

Traveller must check fare rules before proceeding for bookin

FREQUENTLY ASKED QUESTIONS ?

? How can we register on the website ? (<https://blogs.balmerlawrietravelapp.com/registration.html>)

INFORMATION ?

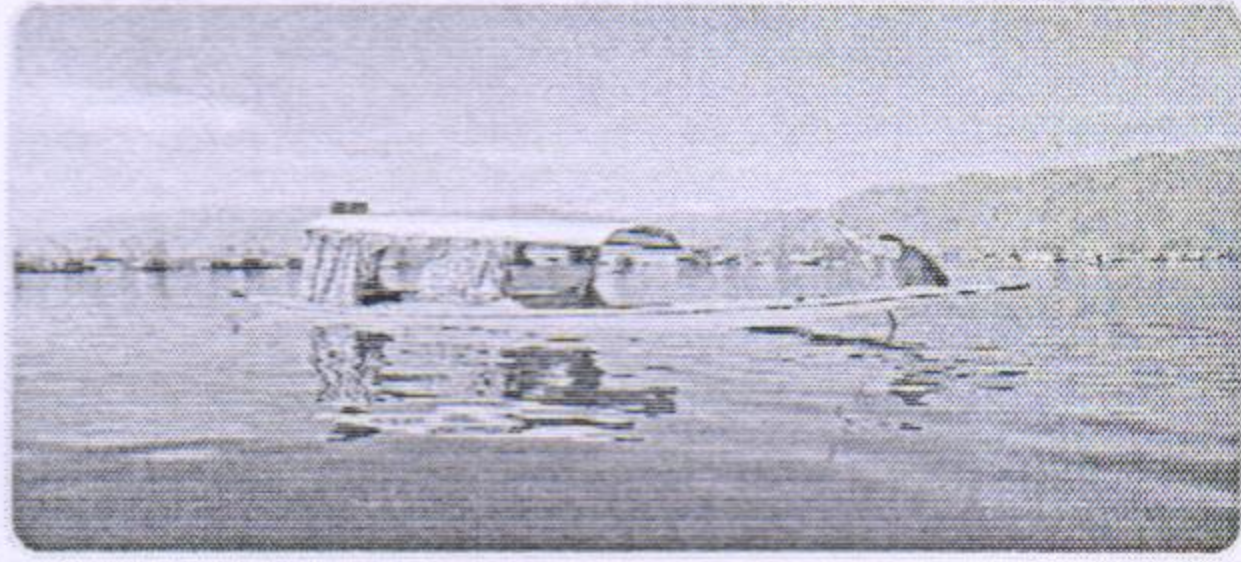
New Government notifications on LTC ticket - 16th June 2022 [Download Government notification by](#)

"Ministry of Finance" - Department of Expenditure.
(<https://doe.gov.in/sites/default/files/Air%20ticket%20booking%20instructions%20dated%2016.06.2022.pdf>)

New Balmer Lawrie & Co. Ltd. have been authorized by Ministry of Finance, for booking of air tickets

on Government account. [Click here to refer circular by Ministry of Finance, GOI](#) [Click hear for Branch Contact Details & Corporate Tie-up.](#) (/GOVFooter/assets/BranchDetails.pdf)

OUR LTC PACKAGES



Kashmir

-

[6D

5N]

(<https://holidays.vacationsexotica.com/location/ltc-packages-for-govt-psu-employees>)



Vaishno

Devi

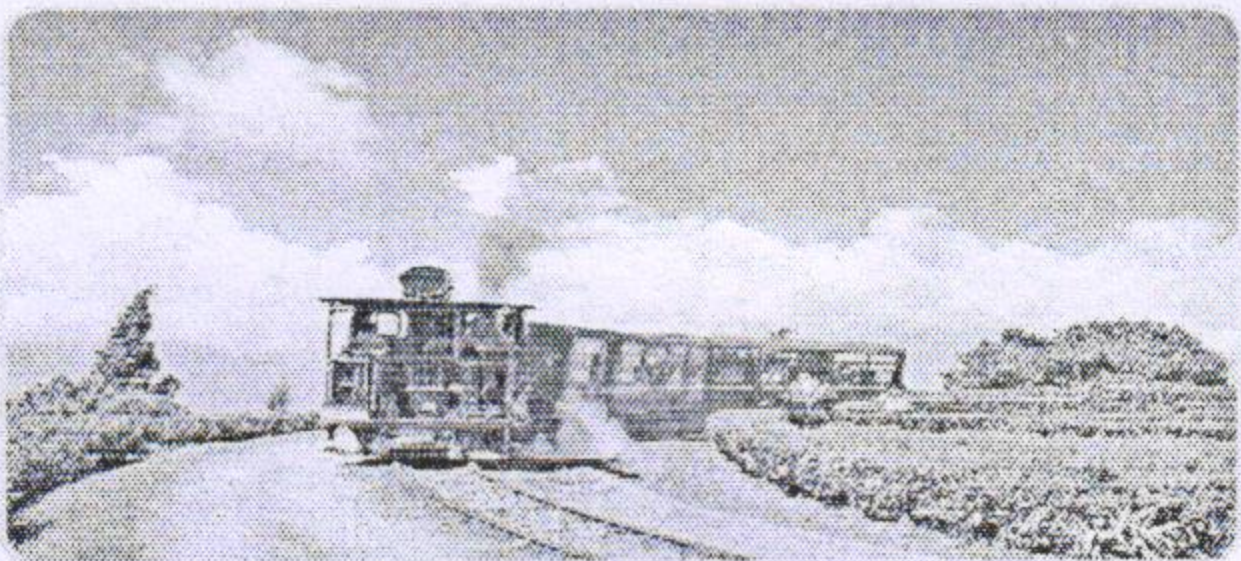
-

LTC

[4D

3N]

(<https://holidays.vacationsexotica.com/location/ltc-packages-for-govt-psu-employees>)



Darjeeling

-

LTC

[5D

4N]

(<https://holidays.vacationsexotica.com/location/ltc-packages-for-govt-psu-employees>)



Incredible India



Digital India
Power To Empower



BALMER LAWRIE AND COMPANY LIMITED

Balmer Lawrie is a Mini-Ratna-I Public Sector Enterprise, under the Ministry of Petroleum & Natural Gas of India. Balmer Lawrie has grown enormously in the last 155 years and has become the market leader in Steel Barrels, Industrial Greases & Specialty Lubricants, Corporate Travel and Logistics Services.

OUR DETAILS

» About Us (<https://www.balmerlawrie.com/static/introduction>)

» Contact Us (<https://blogs.balmerlawrietravelapp.com/contactUs.html>)

» LTC (<https://blogs.balmerlawrietravelapp.com/ltc.html>)

» Home ()

USEFUL LINKS

» Corporate Site (<https://www.balmerlawrie.com/>)

» Cancellation Policy (<https://blogs.balmerlawrietravelapp.com/cancellationPolicy.html>)

» Booking Terms (<https://blogs.balmerlawrietravelapp.com/bookingTerms.html>)

» Write to Us

CONTACT US

🏢 Balmer Lawrie and Company Limited NBCC Centre, First Floor, Plot No 2, Okhla Industrial Area Phase 1, New Delhi - 110020

✉ govemp@balmerlawrie.com (<mailto:govemp@balmerlawrie.com>)

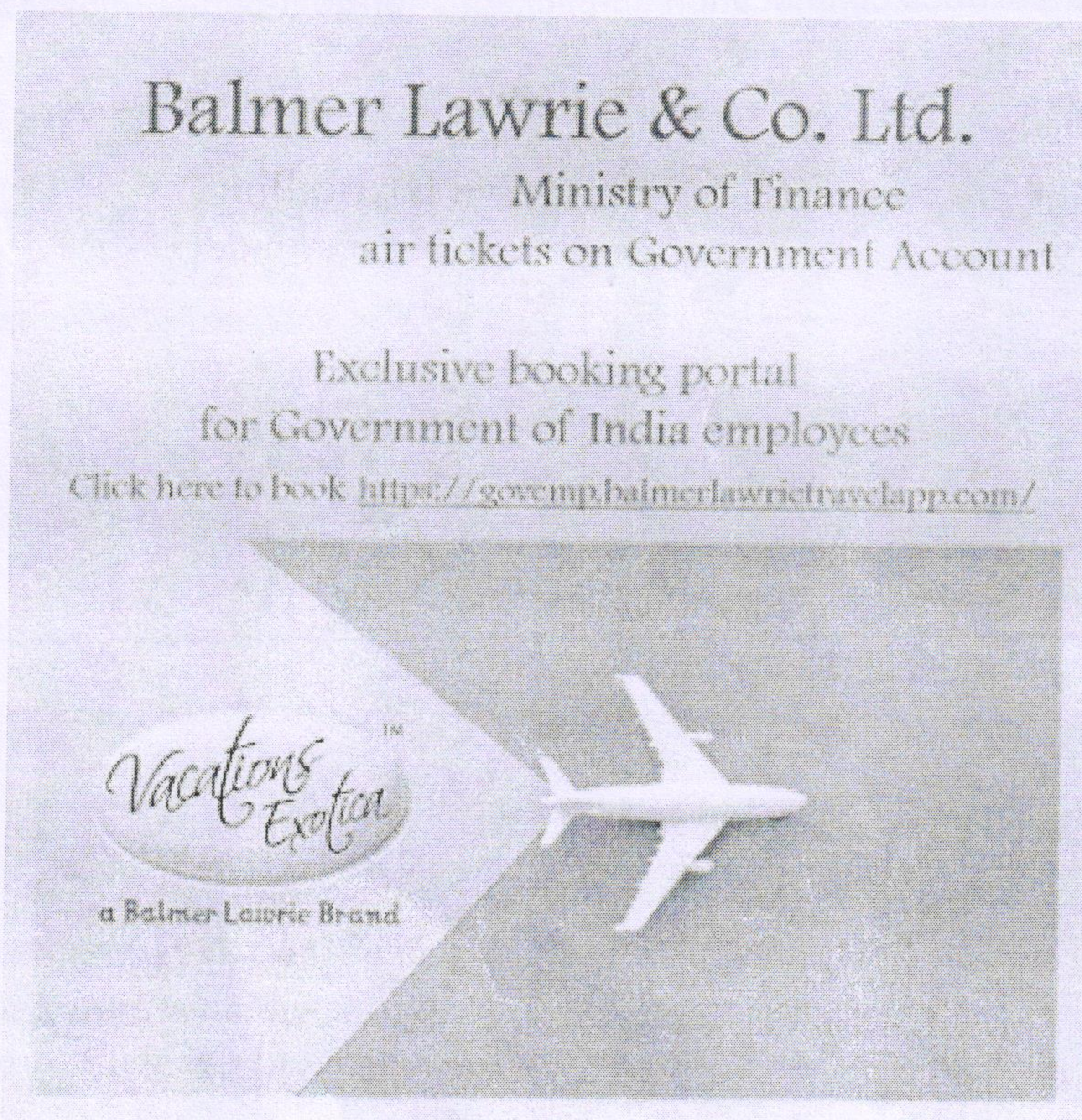
☎ 011-46412230

[Balmer Lawrie and Company Limited \(https://www.balmerlawrie.com/\)](https://www.balmerlawrie.com/)

×

Balmer Lawrie & Co. Ltd.
Ministry of Finance
air tickets on Government Account

Exclusive booking portal
for Government of India employees
Click here to book <https://govemp.balmerlawrietravelapp.com/>



The advertisement features a white airplane flying over a green landscape. On the left, there is a logo for 'Vacations Exotica' with a trademark symbol, and below it, the text 'a Balmer Lawrie Brand'.