



Office: (0343) 2546406
Fax:(0343)2547375/ 2546753
E-mail: registrar@admin.nitdep.ac.in
Website: www.nitdep.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE
DURGAPUR-713 209(WEST BENGAL), INDIA

NITD/Per. Sec./3503

Date-05.03.2013

CIRCULAR

It is hereby informed to all the Faculty and Staff Members of the Institute that the instructions/guidelines enlightened in Office Order no. NITD/Reg/3712 dtd 17.02.2011 and OM no. 19024/1/2009-E.IV, Government of India, Ministry of Finance, Department of Expenditure dtd 16th September, 2010 are to be strictly followed/adhered to regarding **Air Travel on Tours and LTC.**

(This is as per the letter no.F.31-4/2013-TS-III , Govt. of India, MHRD, Department of Higher Education dtd 14th February, 2013).


Registrar
Copy to-----

- 1) Director Secretariat
- 2) Registrar Secretariat
- 3) Deputy Registrar (A/Cs)
- 4) Audit Officer
- 5) All the Departments/Sections *AD 513*
- ✓ 6) Dr. C. Saravanan, Head, Computer Centre---for necessary action for posting all the documents attached herewith in Institute website.
- 7) File copy

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No. F.31-2/2013 - TS - III
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, the 4th February, 2013

To,

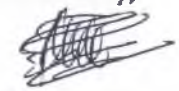
The Registrars,
of all the National Institutes of Technology (NITs)

Subject:- Guidelines on Air Travel on Tours/LTC - Regarding

I am directed to forward herewith a copy of the OM No.19024/1/2009 dated 16.09.2010 (Ministry of Finance, Department of Expenditure) received from CDN Section of this Ministry on the above mentioned subject for necessary action and strict compliance.


2. It is requested that all the NITs may please see for necessary action and compliance.

Yours faithfully,



(Rajesh Singh Solanki)
Under Secretary (NITs)
Tel: 23070193

Encl: As above.

Per Sec -
Notification to be
put on mobile

1/3h

P1. arrange
Shri J.K. Roy & Jointly
Shri Baljit
AD
4/2/13

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

NITD/Reg/3712

Date-17.02.2011

OFFICE ORDER

Consequent upon receipt of OM No. 19024/1/2009-E.IV dtd 16.09.2010 GOI, Ministry of Finance, Deptt. of Expenditure, the following guidelines are to be strictly followed/adhered to regarding Air Travel on Tours and LTC.

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 utilization the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travel & 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 fro 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 OMs No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 refer]

(ii) For purpose of Air tickets, however, the procedure as given under para 2(iv) above should be followed.

AR 18/02/11

Dr. A. Gangopadhyay
Registrar (I/C)

Copy to—

- i) All Dean(s)
- ii) All Head of the departments/sections
- iii) Director office
- iv) File copy (3712)

**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 OMs 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

Pl. mail to
all for info
23/1

No. H.11018/5/2012-CDN
Government of India
Ministry of Human Resource Development
(Department of Higher Education)
CDN Section

New Delhi, the 8th January, 2013

Subject: Guidelines on Air Travel on Tours/LTC -regarding.

A copy of O.M. No.19024/1/2009-E.IV dated 16.09.2010 issued by Department of Expenditure on the above subject is enclosed herewith.

All the Bureau Heads are requested to instruct the Attached Subordinate Offices/Central Public Sector Enterprises (CPSEs)/Autonomous and Statutory Bodies under their administrative control, for necessary action and strict compliance.

JAM

(Jitendra Kumar Jha)
Under Secretary (CDN)
PH: 011-23387980

Encl: As above.

1. AS (T) FTS No. 3216/2013
2. AS (TEL) FTS No. 3216 (1)/2013
3. JS & FA FTS No. 3216 (2)/2013
4. JS (CU & L) FTS No. 3216 (3)/2013
5. JS (A) FTS No. 3216 (4)/2013
6. JS (P) FTS No. 3216 (4)/2013
7. JS (ICC) FTS No. 3216 (5)/2013
8. JS (HE) FTS No. 3216 (6)/2013
9. JS (T) FTS No. 3216 (7)/2013
10. EA (HE) FTS No. 3216 (8)/2013
11. DDG (Stat) FTS No. 3216 (9)/2013
12. CCA FTS No. 3216 (10)/2013

DIR/CDN

Copy to:

1. US (EE-I) for similar action in Department of S.E. & L. FTS No. 3216 (11)/2013
2. Section Officer, E-I Section FTS No. 3216 (12)/2013

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S.P.S.