

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
HCM SECTION**

No. HR-2/HCM-2/LTC/2022

Date: 05.12.2022

CIRCULAR

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

Institute Circular dated 31.01.2022 was issued with regard to Instructions on booking of Air Tickets on Government Account which is available in Administration web page.

GOI has further given detailed Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) vide O.M. dated 29.08.2022.

Some of the salient points mentioned in the above mentioned O.M. are:

1. In all cases of air travel in respect of LTC, air tickets shall be purchased only from Government Authorised Agencies.
2. 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.
 - (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) There is provision of optimizing within a 10% price band, for convenience comfort.
 - (c) Employees are to retain the print-out of the concerned webpage of Authorised Travel Agents having flight and fare details for the purpose of the settlement of the LTC claims.
3. 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 also to ensure booking of only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
4. No Mileage Points will be generated against travel on Government Account.
5. In case of unavoidable circumstances where booking is done by unauthorised agents or official website of airlines, relaxation request may be sent to this office which will be placed before DD (FEA) for consideration.

6. 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 only through the three Authorised Travel Agents 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.

The above are only gist of instructions. Detailed guidelines and conditions pertaining to booking of Air Tickets on Government Account is provided at the link below for information of all.

<https://bighome.iitb.ac.in/index.php/s/SEitgbqfyTJDdsy>

Sd/-
Jt. Registrar (HR-2)

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