



UNIVERSITY OF ALLAHABAD

NO/FO/2583/2017

Date: 30.11.2017

Circular

Sub: Entitlements (TA/LTC etc.) for Travel by Air

This is in continuation of Circular No./ A/c /305/2013 dated 04.12.2013 (Copy enclosed). This is again intimated that Air Tickets may be purchased directly from the Indian Air lines (At booking Counter/ Website of Airlines or through authorized travel agents only viz M/s Balmer Lawrie and Company Ltd., M/s Ashoka Travels and Tours and IRCTC.

Air Tickets purchased from any sources other than above may not be entertained by the University for Payment.

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30/11/2017

(Prof. N.K. shukla)
Finance Officer

प्रो० एन० के० शुक्ला
वित्त अधिकारी

Copy to:

1. All Dean with request to circulate among your all staff.
2. All Head with request to circulate among your all staff & faculty members
3. All Directors with request to circulate among your all staff & faculty members. इलाहाबाद
4. All Coordinator of the Centre with request to circulate among your all staff & faculty members.
5. Chairman, ICT, Cell with request to upload in university website.
6. PRO, with request to publish in news paper
7. All Principal of Constituent Colleges with request to circulate among your all staff & faculty members.
8. Registrar with request to circulate among your all staff.
9. DSW with request to circulate among your all staff.
10. Proctor with request to circulate among your all staff.
11. All Joint Registrar with request to circulate among your all staff.
12. All Deputy Registrar with request to circulate among your all staff.
13. All Assistant Registrar with request to circulate among your all staff.
14. SVC for kind information to the Hon'ble Vice Chancellor

(Prof. N.K. shukla)
Finance Officer



UNIVERSITY OF ALLAHABAD

ALLAHABAD-211002

No. FO/4587 /2006
Dated: 12-12-2006

Sub: Implementation of Leave Travel Concession to the Employees of the University of Allahabad.

The Executive Council at its meeting held on 18 October 2006 approved introduction of LTC (Leave Travel Concession) Scheme to the employees of the University. The rules are akin to the Government of India LTC rules. The details are as under.

1- Salient Features

- (i) Any Employee with one year of continuous service on the date of journey performed by him/his family is eligible.
- (ii) Two year block year is 2006-07. Those appointed on or after 01-01-2007 will not be available for this block year and they can avail LTC for block year Of 2008-09 from 1-1-2008.
- (iii) The University Employees whose spouses are working in Indian Railways/National Air ways are not eligible for L.T.C.
- (iv) The Employees must declare home town . When husband and wife are Employees of the University, they can declare separate hometowns independently.
- (v) The grace period for the block year 2004-05 is up to 31 December 2006. Intention to avail L.T.C. should be intimated in advance.
- (vi) Circular Tour tickets can be availed of in conjunction with the concession.
- (vii) L.T.C. can be availed of during any leave including study leave, casual leave and special casual leave.
- (viii) The Employee can also avail all India L.T.C. for the four-year block year 2006-09.(2006-07 &2008-09)
- (ix) Employee can avail L.T.C. either to hometown or one hometown and one all India L.T.C. Only one concession for two-year block is admissible at a time.
- (x) The journey should be undertaken by direct shortest route.

Entitlement

- (i) Basic pay range of Rs. 18,400 and above can travel by Air Economy (Y Class)
- (ii) Group A & B Employees can travel by Air from Calcutta or Chennai to Port Blair and back & also between New Delhi to Sri Nagar and back.

S.N.	Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
1-	Rs. 16,400 and above	Executive	AC First Class	AC First Class
2-	Rs. 8,000 to 16,399	AC Chair Car	AC 2-tier	AC 2-tier
3-	4,100 to 7,999	AC Chair Car	AC 3-tier	*First Class/AC 3-tier /AC Chair Car
4-	Below Rs. 4,100	Not Entitled	Not Entitled	Sleeper Class

*All Employees who are entitled to travel on LTC by First Class/AC 3-tier/AC Chair Car may, travel by AC 2-tier, in cases where any of the trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

Contd....2

- (i) Entitlement by Shatabdi Express and Rajdhani Express would be applicable only where journey is actually undertaken by these trains.
- (ii) The tours conducted by ITDC/State Tourism Development Corporation either in their own buses or buses hired or chartered by them from outside would be admissible.
- (iii) No reimbursement is permissible for journey undertaken in the private car (owned, hired, borrowed), Chartered Railways Coach or Chartered bus, or any vehicle owned by private operators.
- (iv) Reimbursement fares for journeys between Railway Station to Railway Station by Rail or Bus or by Air will be reimbursed in full, reservation charges are also fully reimbursable.
- (v) Up to 90% of the ticket cost, if required can be given as advance. Adjustment Bill should be submitted within 15 days after the completion of the return journey. If advance is drawn, then proof of purchase of tickets should be submitted (with Railway Tickets/ Air Tickets /bus tickets etc.,) within 10 days of the drawal of such advance.
- (vi) The Establishment section shall make entries in the Service Book with the details of block year for which LTC is availed. An Office Order will also be issued by the Establishment Section.
- (vii) Misuse of LTC advance will entail disciplinary action as per Conduct Rules and CCS (CCA) Rules.
- (viii) Further the disputed claim will be withheld. No further LTC will be allowed till finalization of the proceedings.
- (ix) The xerox copy of the tickets should be enclosed with the adjustment claim.
- (x) A format of the LTC claim is enclosed.


FINANCE OFFICER

C C to-

- 1- The Secretary to the Vice-Chancellor for kind information to the Vice-Chancellor.
- 2- All Deans of the Faculties.
- 3- All Heads of the Departments.
- 4- Dean Students Welfare.
- 5- Registrar.
- 6- Controller of Examination.
- 7- Internal Auditor.
- 8- Assistant Registrar (Accounts//Admin).
- 9- Guard File.


FINANCE OFFICER




UNIVERSITY OF ALLAHABAD

Date: 30.11.2017

Notice


Due to acute shortage of Officers in Finance & Accounts, the official work hampers in various meetings scheduled in 1st half.

In order to have smooth functioning & speedy disposal of files, all the concerned are requested to fix the meeting after 3.00 PM.


(Prof. N.K. Shukla)
Finance Officer

Copy to:

1. All Dean
2. All Head
3. All Director
4. All Coordinator of the Centre
5. Registrar
6. DSW
7. Proctor
8. All Joint Registrar
9. All Deputy Registrar
10. All Assistant Registrar
11. SVC for kind information to the Hon'ble Vice Chancellor


30/11/2017
(Prof. N.K. Shukla)
Finance Officer
University of Allahabad

UNIVERSITY OF ALLAHABAD

Circular

No. 305/2013

Date: 4.12.2013

Sub.: Entitlements (TA/LTC etc.) for travel by Air.

Government of India has issued following guidelines on booking of air-tickets on Government Accounts:

1.(a) Air travel, both domestic and overseas on official account should be only by Air India wherever available. To places not connected by Air India, employees entitled for Air travel may travel by Air India to the point nearest to their destination beyond which they may travel by another airline by alliance partner of Air India.

1.(b) The above restriction is not applicable to non-entitled officers who travel by air and claim reimbursement by entitled class of rail.

1.(c) Above restriction is also not applicable for travel to NER or J & K. However, non-entitled employees who have been allowed to avail LTC to NER (upto 30.04.2014) or to J&K (upto 17.06.2014) in lieu of one block of HTC, may travel by air to a city in the NER from Kolkata/Guwahati or to a city in J & K from Delhi/Amaritsar only. In case of visit to Sikkim(NER) air travel can be availed upto Bagdogra which is not in NER. However, in this case also for non-entitled employees; air travel can be allowed from Kolkata/Guwahati only.

2. Air tickets, may be purchased directly from the Airlines (at Booking Counter/website of Airlines) or through authorized travel agents only viz M/s Balmer Lawrie and Company Ltd., M/s. Ashok Travels and Tours and IRCTC.

Air Tickets purchased from any source other than above may not be entertained by the University for payment.

3. Amount charged by the authorized agents of the Airlines, in the name of Commission/Service charge/processing fee is not to be reimbursed from the Government Account.


4. An employee cannot travel by Helicopter on LTC.

All concerned, are advised, for strict compliance of the above guidelines.


Finance Officer

Copy to:

1. The Registrar,
2. All the Deans,
3. Principals of the Colleges,
4. Head of the Departments/ Institutes/Centers,
5. All the Deputy Registrar and Assistant Registrar,
6. P. S. to Hon'ble Vice Chancellor,
7. Internal Audit Cell,
8. Incharge of the Sections, dealing with TA/LTC/Personal Claims,
9. P.A. to the Finance Officer.

To. Sr. Asst. Registrar (TA/LTC) Section. Au.  Asstt. Registrar (TA/LTC)

36

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.

JAN

(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 |

30/1/13

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

11/1

*SO FTS
19/1/13*

PFO

S.P.L

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

F.No.19024/1/2009-E.IV
GOVERNMENT OF INDIA
Ministry of Finance
(Department of Expenditure)

28

New Delhi, dated the 13th July, 2

OFFICE MEMORANDUM

Sub: Air Travel on official account - both domestic and international

In partial modification of this Ministry's OM No. F. No. 7(2)/E.Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries / Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.

You might also like:

- Air Travel on official account - both domestic and international
- Journey by air while availing Leave Travel Concession - clarification regarding.
- Leave Travel Concession - Air Travel - Restrictions - Entitlement class