Sub:- 1. Air Travel both domestic and overseas for official visit on airlines other than Air India/Indian Airlines.
2. Regulation of journeys by private airlines while availing Leave Travel Concession (LTC) by entitled and non-entitled employees.

1. Air Travel both domestic and overseas

It is hereby notified that in terms of Govt. of India, Ministry of Finance, Department of Expenditure vide office Memorandum No.F.NO.19024/1/E.IV/2005 dated 24th March, 2006, the employees of the Institute are now permitted to travel both domestic and overseas on Airlines other than Air India/Indian Airlines for official visits provided the criteria for selecting the alternative airlines for official travel are based on better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India/Indian Airlines will also be fully utilized to ensure utmost economy in air travel.

2. Regulation of journeys by private airlines while availing Leave Travel Concession (LTC) by entitled and non-entitled employees.

In terms of the Govt. of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training) Office Memorandum No.31011/2/2006-Estt (A) dated 24th April, 2006, the employees of the Institute entitled to Air Travel by National carrier under existing orders are now permitted to travel by Private Airlines while availing Leave Travel Concession (LTC). Provided the criteria for selecting the alternative airlines for official travel are based on better & more competitive Prices being offered by the other airlines. Various incentive schemes & concessional fares offered by Air India/Indian Airlines will also be fully utilized to ensure utmost economy in air travel.

It has also been decided that the employees who are not entitled for air travel while availing LTC are allowed to travel by National and Private Airlines between places connected by train while availing LTC. However, the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/Shatabdi Express. They are also required to produce the air-ticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officers, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.
The above concession is further subject to the following conditions:

1. The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.

2. Various incentive schemes and concessional fares offered by Indian Airlines/Air India will also be fully utilized.

3. Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-a-vis the normal fares.

4. Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deflected because discounted fares are not available.

5. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/Air India or their subsidiaries.

6. Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.

7. Scheme offered by airline which are co-branded with the credit cards can also be availed.

8. Wherever the officer seeks to utilize the services of travel agents, it should be limited to Institute authorized travel agents. The above agencies would also ensure that procurement of tickets is made on best available bargain across all airlines.

9. As usual 3% or 5% of the airfare as the case may be, transferred to Corpus fund from the commission of the travel agent in those cases where the agent gets commission.

All Head of Depnts./Centres/Sections/Units/Cells are requested to kindly bring the contents of the above to the notice of all staff members working under their charge. The above order will come into force w.e.f. 25/06/2006.

This has approval of the competent authority.

(Col. Rajendra Singh) Registrar

Directors, Deans, Wardens, Head of Depnts./Centres/Sections/Units/Cells

1. D.R. (Accounts)
2. AR(E-I & II)
3. Head, Hindi Cell
4. Officer in Charge, Publication Cell
5. PS to Director
6. Secy., to Registrar
7. Secy., to Faculty Forum
8. Genl. Secy., IITE Union
9. Circulation File

Copy to Dr. Jagadish Atre
Convenor, Scout & Weber Committee

---For putting on the Institute Website please---

AR(E-I)