



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD - 500 007

No. EFLU/Admn/F.2510/2023/597

18 August 2023

CIRCULAR

08 Sept

Sub: Instructions for booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) - Reg.

Ref: OM F.No.31011/12/2022-Estt.A-IV, dated 29.08.2022 from Dept. of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.

In compliance with the OM cited, all the Teaching and Non-teaching Staff at the University are informed that the air travel in respect of LTC on Government account is to be performed as per the following instructions:

- 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. 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.
- iii. 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.
- iv. 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.
- v. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vi. Employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of the above mentioned 3 ATAs only. Employees must register their official Government E-mail-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- vii. Government employees entitled for air travel may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency at least 30 days prior to the intended date of journey.
- viii. 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.
- ix. Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC and 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.


REGISTRAR I/c

To
All Teaching and Non Teaching Staff

Copy to:

1. The Director, Regional Campus, Shillong
2. The Director, Regional Campus, Lucknow
3. The OSD to the Vice Chancellor
4. The Finance Officer I/c
5. The Public Relations Officer
6. The P.S. to the Vice Chancellor
7. The P.A. to the Pro-Vice Chancellor
8. The P.A. to the Registrar
9. The Nodal Officer for maintenance of the University Website
10. File No.2510
11. All Notice Boards
12. Orders File