

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND  
INFORMATION RESOURCES  
Dr KS Krishnan Marg, New Delhi-110012

No. COA/OM/2/2010

Date: 10/12/2010

OFFICE MEMORANDUM

**Subject : Guidelines on Air Travel on Tours/LTC**

CSIR vide letter No. 30-1(36)/2008-Finance dated 13.10.2010 has endorsed GOI/Ministry of Finance on the above mentioned subject wherein the following instructions for performing journey by Air have been given :

**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.

Further CSIR vide letter No. . 30-1(17)/2010-Finance 29.11.2010 has clarified that in cities where the aforesaid two authorized travel agents do not have their offices, bookings have to be done on-line (from the website of Indian Airline/Air India) or from the counters of the airlines in the city.

The above instructions may kindly be brought to the notice of all the staff members/officials working in the division for information and compliance.



(Y.K. SHARMA)

Controller of Administration

Copy to :

1. All HoDs - for circulation among their staff.
2. Dr Rajiv Gupta, IT, Head - kindly to host the above information in NISCAIR website.
3. PS to Director - both location
4. PA to AO
5. Notice boards, Pusa and SV Marg
6. Hindi Rajbhasha Unit - for Hindi translation