



**VISVA-BHARATI
SANTINIKETAN**

CIRCULAR

Clarifications/Guidelines on Air Travel on LTC/Tours

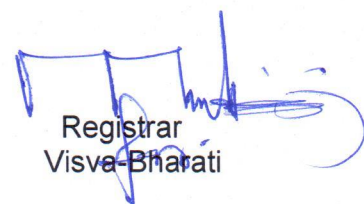
1. For availing LTC air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less. However, Govt. servants while availing LTC to J&K under special dispensation scheme allowed by GOI may also travel by private airlines vide GOI OM No.31011/7/2014 Estt.(A-IV) dt.28.11.2014 subject to the following:
 - a. Officers entitled to travel by air may also travel by private airlines from their headquarters.
 - b. Officers not entitled to travel by air may be permitted to travel by private airlines between Delhi/Amiritsar and any place in J&K.
 - c. This will remain in force for a period of one year from the date of issue of the order(28.11.2014)
2. Air travel by private airlines for availing LTC to J & K is to be performed in Economy Class only and at LTC-80 fare of Air India or less.
3. Supporting documents of applicable LTC-80 fare at the time of booking air tickets should be attached to the LTC claim.
4. As far as possible, air tickets may be obtained directly from the Air India booking counters/offices/websites and if obtaining tickets directly from Air India is not possible should the services of authorised travel agents (M/s. Balmer Lawrie & Company Ltd, M/s. Ashok travels & Tours and IRCTC) be availed of. Web-portal of authorised travel agents will also be treated as an acceptable mode for purchase of air tickets.
5. However, no fee/service charges (by whatever nomenclatures) which are not included in the tariff charged by Air India are required to be paid to the aforesaid authorised travel agents.

6. GOI has extended (September 2013) general/blanket relaxation to travel by airlines other than Air India for official purpose/LTC or TA on sectors where Air India does not provide service subject to condition that whenever Air India or its subsidiaries start operating on any of the 37 sectors as mentioned in the Annexure attached to OM dated 27.09.2013, this sanction shall become null and void for that particular sector(s).

Hence, before booking a ticket, the updated routes available on Air India's official website be consulted for operation of any Air India flight or its subsidiaries' flight on any of 37 routes and obtain a print out of it for settling TA claim.

7. Submission of Boarding Pass alongwith settlement of TA claims is no more mandatory. However, the official concerned will have to attach an undertaking alongwith TA claims that the journey as mentioned therein, has actually been performed by him/her.
8. No companion free ticket on domestic/international travel is to be availed of.
9. The frequent flyer reward points from Air India may only be redeemed for the official tours of the University.

No. Estab/DR/O.O./37
Date: 13/02/2015


Registrar
Visva-Bharati

Copy forwarded of information and necessary action to:

1. Pro-Vice-Chancellor/All Provosts/ Directors/Principals of all Bhavanas/ Vibhagas
2. All Heads of Departments/ Centres
3. Controller of Examinations
4. Finance Officer
5. All Joint Registrars/ Deputy Registrars/IAO/Assistant Registrars
6. C.M.O./C.S.O/U.E
7. CS to Vice-Chancellor
8. PA to Registrar
9. Hindi Officer – to translate into Hindi
10. Section Officer (Meeting) – for reporting to Karma-Samiti
11. University Webmaster – to upload in the University Website
12. File