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INDRAPRASTHA POWER GENERATION COMPANY LIMITED
(HR DEPARTMENT)

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi – 110 002)
Corporate Identity Number (CIN) – U40103DL2001SGC111530
Website:www.ipgcl-ppcl.gov.in

No:DM(HR)/Policy/16-17/41

Dated:11th July, 2016

CIRCULAR

Govt. of NCT of Delhi vide its Office Memorandum no.F.20/10/ 2016-AC/104-28, dated 25.2.2016 have reviewed the matter with regard to travel by air on tour as well as on LTC (LTC-80) in the light of the fact that the air fare charged by Air India is much higher than that of private airlines. Following procedure with regard to travel by air on tour as well as LTC has been adopted by GNCTD w.e.f. 1.3.2016:

- i) Entitled category officers are allowed to travel by any airlines, i.e. either by Air-India or by private airlines of their choice, on tours and LTC, provided the fare of air ticket does not exceed that of Air India on the date of journey. Officers should endeavor to buy the cheapest air ticket possible. However, while availing LTC, Government officials entitled to travel by air shall travel only in Economy Class.
- ii) In all cases whenever a Government servant travels by air, he / she is required to book the air tickets through booking counters / offices / websites of Air India or Private airlines or through the approved travel agencies viz., M/s. Balmer Lawrie & Co. Ltd. / M/s. Ashok Tours & Travels Ltd. / IRCTC / DTTDC. Booking of tickets through any other agency is not permissible.
- iii) No reimbursement of air fare shall be allowed more than that of Air India. While submitting the reimbursement claim of travel by private airlines, all officers are required to attach a printout of rate chart of air fare of Air-India taken from their official web-site, i.e. the air fare applicable on the date of booking of ticket of private airlines.
- iv) Officers not entitled to travel by air may travel by any airlines, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense; whichever is less.

The above modifications are adopted for IPGCL / PPCL with immediate effect. However, IPGCL / PPCL Order dated 26.3.2010 with regard to LTC Rules still prevails.

Anil Taneja
(Anil Taneja)
A.M (HR) Policy

Copy to:

1. All HoDs / Sectional Heads
2. Sr. Manager (IT) : For uploading the same in Company Website.
3. Notice Board

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