

IT Dept/111  
01/11/17

INDRAPRASTHA POWER GENERATION COMPANY LIMITED/  
PRAGATI POWER CORPORATION 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: F.39(3)AM(HR)/Policy/2017-18/ 58

Dated: 31<sup>ST</sup> October, 2017

OFFICE ORDER

In partial modification of Office Order no. DM(HR)/Policy/16-17/41, dated 11<sup>th</sup> July, 2016, following amendments with immediate effect are being issued with the approval of Board of Directors vide Resolution no.86.4.3 and 84.4.3 in their meetings held on 22<sup>nd</sup> September, 2017:

- i) Entitled category officers are allowed to travel by any Airlines i.e. either by Air India or private airlines of their choice on tour and LTC, provided the fare of air ticket does not exceed that LTC-80 fares on the date of journey. Officers should endeavour to buy the cheapest air tickets possible. However, while availing LTC, Govt. officials entitled to travel by air shall travel only in economy class.
- ii) In all cases, whenever a government servant travel by air, he / she is required to book the air tickets through booking counters / offices / websites of Air India or through the approved travel agencies viz. M/s. Balmer Laurie & Co Ltd., M/s. Ashok Tour and Travel Ltd., IRCTC, DTTDC. Booking of tickets through any other agencies not permissible.
- iii) No reimbursement of air fare shall be allowed more than that of LTC-80 fares.
- iv) Service charges on account of booking air ticket from approved travel agency shall be borne by employee in case of LTC.
- v) Managing Director of the Company may be authorized to grant any relaxation in the LTC claim, if deemed fit.
- vi) Further, all the pending claims for settlement with regard to travel by air on LTC and official tour vis-à-vis discrepancy in implementation of amendments notified vide Office Order dated 11.7.2016 till date be considered for one time relaxation and MD is authorized to approve such cases.

Any other amendment(s) issued by DoPT, Govt. of India from time to time shall also be applicable.

*Anil Taneja*  
03/10/2017  
(Anil Taneja)  
A.M (HR) Policy

Copy to:

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