



**VISVA-BHARATI
SANTINIKETAN**

CIRCULAR


Sub: Instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC)

1. This is for information of all concerned that a Circular was issued by the Registrar vide Memo No. EST/E-II/22 dated **29/09/2022** attaching a copy of the Office Memorandum of DoPT, Ministry of Personnel, Public Grievances & Pensions, Establishment A-IV Desk vide Memo No. F.No.31011/12/2022-Estt.A-IV, dated 29/08/2022 for information and compliance of all employees.
2. Again, a Circular was issued by the Registrar vide Memo No. EST/E-II/22 dated **08/12/2023** attaching a copy of the Office Memorandum of DoPT, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Pers. Policy A-IV Desk vide Memo No. F.No.31011/11/2023-Pers. Policy A-IV dated 20/10/2023 regarding the modifications in instructions on booking of Air Tickets in respect of Leave Travel Concession (LTC).
3. Another Circular was issued by the Registrar vide Memo No. EST/E-II/22 dated **01/01/2024** attaching a copy of the Office Memorandum of DoPT, Ministry of Personnel, Public Grievances & Pensions, Pers. Policy A-IV Desk vide Memo No. F.No.31011/11/2023-Pers. Policy A-IV dated 20/10/2023 wherein all employees of the University were requested to have their official email accounts, so as to facilitate smooth processing of LTC applications / claims etc.
4. It is however, found that some employees of the University are not complying with the aforesaid advisories.
5. The salient points of the OMs of DoPT mentioned above are reiterated below:
 - (i) 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 to minimize burden on the exchequers.
 - (ii) In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorised 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)
 - (iii) Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding more than one ticket will not be allowed ordinarily.
 - (iv) **All employees of the University are requested to get their official email accounts opened immediately so as to facilitate smooth processing of LTC applications / claims etc.**
 - (v) While purchasing tickets, it is to be ensured that the aforesaid travel agents mark the LTC tickets with the word "LTC".


Registrar (Acting)
Visva-Bharati

Memo No. EST/E-II/22

Dated: 13/08/2024

Copy for 

1. Directors/ Principals of all Bhavanas/ Vibhagas
2. Heads of all Academic and Administration Departments/ Sections/ Centres/ Offices
3. All Joint Registrars/ Deputy Registrars/ Assistant Registrars/ Section Officers
4. Librarian/ F.O./ Proctor/ Dean/ University Engineer/CMO/ In-charge, Security
5. CS to Vice-Chancellor
6. System Programmer, Computer Centre
7. PA to Registrar
8. In-charge, Hindi Cell – to translate into Hindi and upload in the university website
9. University Webmaster – to upload it in the university website