



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042

No.F.1/2-791/2019/Estt./DTU/ 2229

Dated: 05.12.2025

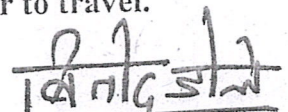
CIRCULAR

It has been observed that some teaching and non-teaching staff members are booking their Air Ticket through unauthorized travel agencies/agents, which is creating problem in processing and settlement of the claims.

Therefore, all teaching and non-teaching staff members are hereby informed to adhere the following Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) issued by DoPT, Ministry of Personal, Public Grievance & Pension, GoI vide O.M No. 31011/12/2022-Estt.A-IV dated 29th August, 2022 and endorsement No. F.20/25/2021/Finance (Policy)/2191-2200 dated 27.06.2022 of Govt. of NCT of Delhi from time to time: -

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the following Authorized Travel Agents (ATAs):
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
 - (d) For booking of tickets, DTTDC is also an authorized travel agency in addition to above three authorized travel agents.
- ii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned in the O.M dated 29.08.2022, at the time of booking.
- iii. Book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

Further, it is directed that while booking LTC tickets, the employee has to select the appropriate box related to LTC and book flight ticket 21 days prior to travel.

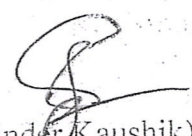

(Binod Doley)
Registrar
05/12/2025

No.F.1/2-791/2019/Estt./DTU/ 2229

Dated: 05.12.2025

Copy to:

1. PA to Vice Chancellor for kind information of Hon'ble Vice Chancellor, DTU;
2. PA to Registrar for kind information of the Registrar, DTU;
3. PA to COF for Kind information of Controller of Finance, DTU;
4. All HoDs/Branch In-Charge(s): for vide circulation in their Departments/Branches(s);
5. Director, East Delhi Campus, DTU;
6. Head, Computer Centre: with the request to upload the same on university website;
7. Drawing & Disbursing Officer (DDO), DTU;
8. Guard File.


(Dr. Ravinder Kaushik)
Dy. Registrar (Estt.)