



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

No. 4-50(46)2014-HR-II

Dated 23.9.2015

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors/Heads of all
National Laboratories/Institutes of CSIR.

Sub: Booking of tickets for the purpose of LTC through Authorised Travel Agent only –
reg.

Sir,

I am directed to state that on a reference received from one of the laboratories regarding relaxation for booking tickets for the purpose of LTC through private travel agents other than Authorized Travel Agents viz. M/s Balmer Lawrie & Company', M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT OM NO. 31011/6/2002-Estt.(A) dated 02.12.2009) Deptt. of Personnel & Training(DoPT) vide ID note No. 1111733/2015-Estt.(A-IV) dated 10.9.2015 has advised as under :

"As per the extant Government instructions, the authorized mode of booking the tickets are Booking counters, website of airlines or through Authorized Travel Agents viz. M/s Balmer Lawrie & Company', M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT OM NO. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s). CSIR is advised to bring it to the kind notice of its staff/employees about the aforesaid guidelines."

In view of the above, it is requested that the above advice of DoPT may kindly be brought to the notice of all the employees of your Lab./Instt.

Yours faithfully,

(Anjum Sharma)
Deputy Secretary(LA/HR-II)

Copy to - ✓ Head, IT Division for display on CSIR web-site