

File No. 3/2/2021-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Sutradhara division
Admin Establishment

Dated 12.05.2023

CIRCULAR

Subject: Instructions on booking of tickets, taking advance and reimbursement in respect of Leave Travel Concession (LTC) - regarding.

Attention is invited to DoPT's OM No.31011/12/2022-Estt.A-IV dated 29.08.2022 and OM No.31011/15/2022-Estt-A-IV dated 11.10.2022 which are related to availing General LTC and relaxation to travel by air to visit North East Region, Jammu & Kashmir, Ladakh and Andaman & Nicobar.

On the basis of the above OMs, the following instructions are being issued for availing LTC facilities, which are mandatory to be followed by all the officers/staff of the IGNC A.

- (i) Employees intimates to the department his/her intention to avail of LTC and gets the Leave sanctioned one month before intended travel on LTC to avoid delays.
- (ii) Employees are allowed to encash 10 days Earned Leave (EL) at the time of availing of LTC to the extent of 60 days during the entire service. Also, Employees should submit a request for leave encashment and LTC Advance one month before the commencement of the journey so that request can be processed within stipulated time.
- (iii) Employees should book tickets at least 21 days prior to the intended date of travel on LTC.
- (iv) The Leave Travel Concession advance and reimbursement granted will be adjusted within one month and three months respectively.
- (v) Progress of LTC claim can be inquired after one week of submission of claim.
- (vi) To visit North East Region, Jammu & Kashmir, Ladakh and Andaman & Nicobar the tickets shall be purchased only from the three Authorized 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 Cooperation Ltd. (IRCTC)

This issues with the approval of the Competent Authority, IGNC A.


(Sheela Unnikrishnan)
AFA & AO (E&A)

Copy to:

1. All HoDs/Unit Heads/Regional Directors (with request to circulate the staff working under their control.
2. Upload in IGNC A Website
3. Guard File

Copy for kind information:

1. PPS to Member Secretary
2. PPS to Director (Admin)

