



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

No 19927

Ref. No. Estab.(T)/V/330/Misc./ 2439
Delhi, the 21st September, 2023

अधिसूचना/ NOTIFICATION

In reference to the Office Memorandum F.No.31011/12/2022-Estt.A-IV dated 29.08.2022 issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India and subsequent notification circulated vide this Office Notification No. Estab.(T)/V/001/032/Misc/2023 dated 21.03.2023, it is once again re-iterated to all the **Teaching and Non-Teaching Staff** that for travel on LTC/HTC journey, the employee is advised to adhere to the following conditions:

- (i) The air travel in respect of LTC/HTC, air 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 Corporation Ltd. (IRCTC).
- (ii) The 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, at the time of booking. **They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.**
- (iii) The employees intend to avail LTC/HTC will be required to seek prior approval before commencement of the journey.

This is issued with the approval of the Competent Authority.



21/9/23

Delhi
The 21th September, 2023

सहायक कुलसचिव (स्थापना-शि.)
Assistant Registrar-Estab.(T)

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1. All Deans / Heads / Directors of the Faculties / Departments / Institutions, University of Delhi, Delhi / New Delhi.
2. The Finance Officer, University of Delhi, Delhi-110007.
3. The Internal Audit Officer, University of Delhi, Delhi-110007.
4. All Joint / Deputy / Assistant Registrars, University of Delhi, Delhi / New Delhi.
5. The PS / SPA / PA to the Hon'ble Vice Chancellor / Director, South Delhi Campus / Dean of Colleges / Registrar / Proctor / Finance Officer, University of Delhi.

21/9/23
अनुभाग अधिकारी (स्थापना-V)
Section Officer (Estab.-V)



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

No. Estab(T)/V/VI/Misc/2023
Dated, the 25th September, 2023

Copy to:-

1. The Dean, Faculty of Arts / Social Sciences / Medical Sciences / Law / Music & Fine Arts / Management Studies / Mathematical Sciences / Education / Technology / Science / Inter-Disciplinary & Applied Sciences / Applied Social Sciences & Humanities / Business & Commerce / University Information Centre.
2. The Head, Department of English / Urdu / Germanic & Romance / Buddhist Studies / M.I.L. / Linguistics / East Asian Studies / Philosophy / Sanskrit / Psychology / History / African Studies / Sociology / Arabic / Persian / Library & Information Science / Hindi / Punjabi / Geography / Commerce / Pol. Science / Economics / Social Work / Mathematics / Statistics / Operational Research / Computer Science / Physics & Astrophysics / Chemistry / Botany / Zoology / Geology / Anthropology / Pharmacy / Home Science / Adult Education / Education / Graphic Arts Centre / Finno-Ugrian Studies -South Campus / Financial Studies-South Campus / Bio-Chemistry-South Campus / Microbiology-South Campus / Genetics-South Campus / Electronic Science-South Campus / Bio-physics- South Campus / Plant-Molecular Biology-South Campus / Business Economics (SDC) / Institute of Information and Communication(IIC), SDC / Music and fine arts.
3. The Director -South Delhi Campus/ SDC (Main Campus) Delhi School of Economics / Centre for Science Education & Communication / Women's Studies & Dev. Centre / School of Environmental Studies / Developing countries Research Centre/ CIC/ILLL / Management Studies/ ACBR.
- 4 ✓ The Professor in Charge, Campus Law Centre / L.C.-I / L.C.-II.

Section Officer (Estab. V/VI)