

Core-5, Ground Floor,  
SCOPE Complex, Lodhi Road,  
New Delhi - 110 003


Dated : 17<sup>th</sup> November, 2021  
25<sup>th</sup>

**OFFICE ORDER**

It has come to the notice that some of the employees of APTEL has booked their air tickets for availing LTC/Official Tour from private agency.

2. All the employees are requested that while availing LTC/Performing Official Tour , the air ticket may be booked as per the Office Memorandum No.31011/3/2018-Estt.(A-IV) dated 8<sup>th</sup> October, 2020 issued by DOPT.

3. As per DOPT's OM, "Air tickets are to be purchased directly form the airlines (booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC while undertaking LTC/official tour.

  
( **Kapil Kr. Sharma** )  
Admn-Cum-Accounts Officer

Copy cirulcatd for complinace :-

1. All employees of APTEL
2. PPS to Hon'ble Officiating Chairperson
3. PS to Hon'ble Judicial Member
4. PS to Hon'ble Technical Member (P&NG)
5. PPS to Hon'ble Technical Member (SKS)
6. PPS to Registrar
7. All staff members of APTEL
8. Office Assistant/IT(outsource) for uploading the same on the Website of APTEL alongwith the DOPT's OM date 8<sup>th</sup> October, 2020.
9. Notice Board at Core-IV, 7<sup>th</sup> Floor
10. Gaurd File