



**Avinashilingam Institute for Home Science and Higher Education for Women**

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

21.01.2026

**CIRCULAR**

Sub: Availing of Leave Travel Concession – Guidelines – Reg.

Ref: DOPT O.M. F.No.31011/07/2025 PP.A-IV, dated 01.07.2025.

With reference to the above, all the staff members are hereby instructed to purchase the Air / Rail Tickets for the purpose of LTC, only from the official websites/booking counters of the below mentioned three Authorized Travel Agencies (ATA's):

1. M/s Balmer Lawrie & Company Limited, (BLCL)

<https://govemp.balmerlawrietravelapp.com>

2. M/s Ashok Travels & Tours, (ATT)

<https://online.attitdc.in>

3. Indian Railways Catering and Tourism Corporation Ltd., (IRCTC)

<https://www.irctc.co.in>

- Tickets booked other than the above are not admissible and also tickets booked directly from the websites of Indigo, Air India, etc. is not admissible.
- While booking the tickets through the ATA's, employees must get the ticket fare comparison statement and ensure that the ticket(s) is/are booked under the category of "LTC" only and not "Corporate".
- Air tickets must be booked with the above ATA's
- Submission of Joining Report is mandatory after availing LTC, failing which the LTC claim bills will not be entertained.
- Employees are encouraged to book the flight / rail tickets minimum 21 days prior to the intended date of travel on LTC and after obtaining the LTC sanction order, to avail the most competitive fares and minimize burden on the finance department.

  
**REGISTRAR (i/c)**  
Registrar

Avinashilingam Institute for Home Science  
and Higher Education for Women  
(University Estd u/s 3 of UGC Act 1956)  
Coimbatore - 641 043.

Copy to

1. Notice Board
2. University Website