

Indian Institute of Technology
Registrar Secretariat

No.IITD/R/2022/AREG/62975
Date : 01.08.2022

OFFICE ORDER

Sub: Instructions regarding booking of Air tickets on Government accounts-regarding.

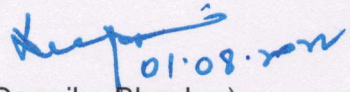
Reference is invited to 'the institute' Office Order dated 24.02.2022 issued vide No. IITD/Accounts/2020-21/16293 wherein it has been informed that IFD Division, Department of Higher Education, Ministry of Education vide No, 29-8/2022-IFD dated 10.01.2022 has endorsed Department of Expenditure, Ministry of Finance Govt. of India, vide No. 19024/03/2021E-IV dated 31.12.2021 regarding 'booking of Air tickets for air travel wherein the Government of India bears the cost of air passage. All cases of air travel where the Government of India bears the cost of air passage, tickets for the purpose of Tour/Training/Transfer/LTC/Retirement etc. may be arranged either by the office or booked by the employee himself **from following three authorized agencies ONLY without payment of any agency charges.**

- (i) M/s Balmer Lawrie & Company Limited (BLCL)
- (ii) M/s Ashok Travels and Tours (ATT)
- (iii) Indian Railways Catering and Tourism Corporation Ltd (IRCTC)

However, on review of the bills received in accounts section, it has been observed that in many cases, instructions referred above are not being followed. As such, the officers are forwarding frequent requests for granting relaxation after booking their air tickets through other than authorized agencies without submission of proper justification for unavoidable circumstances. This not only hampers the early settlement of their cases but may also attract audit observation.

All Head of Department/Centre/units are hereby requested to issue necessary instructions to strictly adhere to the orders issued by Ministry of Finance dated 31.12.2021 for booking of air tickets from the agencies ONLY without payment of any agency charges.

This is issued with the approval of competent authority.


(Deepika Bhaskar)
Registrar

Copy forwarded for information to

- (1) P.A to Director
- (2) Deputy Director (Ops)
- (3) Dean (R&D)
- (4) Deputy Registrar (Accounts)
- (5) Assistant Registrar (Audit)
- (6) All Head of Department/Centres/units
- (7) IITD website
- (8) Office copy