

Modification of instructions regarding Booking of Air Tickets on Government Account

From : Finance Officer <fo@iitr.ac.in>
Subject : Modification of instructions regarding Booking of Air Tickets on Government Account
To : Staff-Notices <staff-notices@iitr.ac.in>

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1 attachment

NOTIFICATION

- Vide OM No. 19024/03/2021-E.IV dated 31st December 2021 and OM No. 19024/03/2021-E.IV dated 16th February 2022, Ministry of Finance has notified a revised procedure for the purchase of air tickets ([Click here](#)). Consequently, it is informed that:

- Travel through Air India is not compulsory now.
- Tickets shall be purchased only from the following agents:

S.No.	Agent Name	Link of website	Remarks
1.	Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)	https://www.air.irctc.co.in/	Tickets can be booked online after creating user id and password Note: Please select option of Government Employee)
2.	M/s Balmer Lawrie & Company Limited (BLCL)	https://www.balmerlawrie.com/static/travel_vacations	The company will provide the web based self-booking tool based on user id and password. It will help to book the tickets online. (The process will be notified soon separately)
3.	M/s Ashok Travels & Tours (ATT)	https://www.attindiatourism.com/	The process will be notified soon separately.

- This notification is applicable for all travels supported by PDA, Non-Plan budget of the Institute, including officially approved travel for medical purposes, LTC, and all other cases of air travel where the Government of India bears the cost of passage.
- In the case of unavoidable circumstances, the Dy. Director is authorized to grant relaxation from booking from the authorized agents.
- For help in booking tickets, the following may be contacted:

S.No.	Name of the contact person	Contact details
1.	Sh. Gaurav Kapoor Finance & Accounts	Telephone: 4507 Mobile and whatsapp no: 7500787007 Email id: accounts3@iitr.ac.in

- In case of any problem, please contact:

S.No.	Name	Contact details
1.	Sh. G.K. Rastogi Finance Officer	Telephone: 5789 Mobile and whatsapp no: 9411755208 Email id: fo@iitr.ac.in

Signed copy of the bilingual notice is also available at:- [Click here](#)

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