



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Circular No. 24 / 2016 Dated 20.09.2016

Sub: Procedure for Booking of Air-Tickets through Agents – Clarification

The employees of the Institute so far, for booking of Air Tickets have been availing the service of travel agents / web portals which are not approved by Government of India. This has been viewed seriously by Comptroller and Auditor General (C&AG) during their course of audit recently.

In view of the above, all employees are advised to book their Air Tickets either directly from the airlines (Booking Counter, Website of airlines) or by utilizing the service of approved / authorized Travel Agent viz. M/s Balmer Lawrie & Company / M/s Ashok Travels & Tours / M/s Indian Railway Catering & Tourism Corporation (IRCTC).

This above procedure shall be followed strictly **with effect from 1st October, 2016**. Tickets procured on or after October 1, 2016 should follow the above guidelines failing which advance / reimbursement will not be permissible.


(Pradip Pyne)
Registrar

To:

1. All Deans
2. All Head of the Departments/ Centres / Schools / Sections / Units
3. All Chairmen / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Head, ACSSC
6. Head, Institute Information Cell
- With a request to incorporate/effect the above on the Institute website
7. Head, Computer & Informatics Centre – with a request for gmail circulation
8. Chairman, ERP Cell
9. Librarian, Central Library
10. Head, B.C. Roy Technology Hospital
11. President/Vice-President, Technology Students' Gymkhana
12. All Wardens / Assistant Wardens, Halls of Residence
13. All Executive Engineers / Engineers
14. Deputy Registrar (F & A)
15. Assistant Registrar (E-I & E-II)
16. All other Deputy Registrars / Assistant Registrars
17. Security Officer
18. Secretary to Director
19. Secretary, Deputy Director's Office
20. Secretary, Registrar's Office
21. Administrative Circular File

This may be treated as urgent.

Email to

- (1) All wardens
- (2) All Asst. Wardens
- (3) All halls' ids + HMC website

To
All wardens to inform
all HMC regular
employees.

Lip
(SK/PC)
20/9/16

Lip
20/9/16