



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Circular No. 28 / 2016 Dated 31.10.2016

**Sub: Booking of Air-Tickets by Students / Research Scholars
through Authorized Agents**

Ref. : Administrative Circular No. 24 / 2016 Dated 20.09.2016

The Students (Undergraduate & Postgraduate) and Research Scholars of the Institute so far, for booking of Air Tickets from Air India / other than Air India, have been availing the service of unauthorized travel agents / web portals which are not approved by Government of India.

As per serious objections raised by Comptroller and Auditor General (C&AG) during their course of audit recently, all Students / Research Scholars are hereby advised to book their Air Tickets for participating International / National Conference / Seminar / Workshop etc. either directly from Air India only (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).

However, the above instructions are **not applicable for the students** booking Air Tickets with their own money with part funding from the Institute.

This above procedure shall be followed strictly **with effect from 1st November, 2016**. Tickets procured on or after November 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 / Chairpersons / 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 (UG & PGS&R)
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

*Pl upload in HMC's website.
Lily
2/11/16*