



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

PO: IIT KANPUR, 208 016, Uttar Pradesh, India

OFFICE OF THE DEAN OF INTERNATIONAL RELATIONS

No. DOIR/2023-01

Date: July 08, 2023

OFFICE ORDER

Subject: Financial Support For IIT Kanpur Students Registered in Joint Degree Programs For Travel To Partner Institution

Consequent upon the approval of the Competent Authority of this Institute, a maximum amount of **INR 1.5 lakh** has been approved as financial support for IITK students registered in Joint Degree Programs for travelling to the Partner Institution, with effect from **July 7, 2023**.

1. Air ticket for travel should be booked only from these agencies: 1) Ashoka Travels, 2) IRCTC, and 3) Balmer Lawrie as mandated in the office order in Annexure 1
2. Travel support from IITK will be provided in the form of reimbursement after travel. Advance support towards travel will not be provided.
3. IIT Kanpur will provide a one-time travel support up to INR 1.5 lakhs. This travel support can cover return economy airfare, visa processing fee and airport transfers up to a maximum of Rs. 1.5 lakhs. IIT Kanpur will provide travel support for students enrolled in only those programs where travel support is not provided/partially provided. Please contact the Office of International Relations (OIR) for further details.
4. Before booking the tickets, students will have to submit the completed Travel Approval Form (Form No. DOIR-101) with relevant approvals to the OIR. After their return from the Partner Institution, students will be required to complete the Travel Application Form (Form No. DOIR-102) as well as the TA form and submit the same to the OIR. The TA bill can be accessed at the following link: <https://www.iitk.ac.in/net/data/TASubmission-Form.pdf>
5. The Travel Approval Form should be submitted to the OIR at least two weeks in advance of the date of travel. Post-facto approvals for travel may not be permitted.
6. Students should submit the reimbursement claim to the OIR no later than 15 days after completion of the travel.
7. Travel reimbursement will only be processed on the submission of the relevant documents in original.
8. Students can claim reimbursement only for travel to and from the Partner Institution undertaken after June 7, 2023.

Dhirendra S. Katti

Dean of International Relations

Copy To:

- 1) Directorate Office
- 2) Deputy Director, IIT Kanpur
- 3) All Deans, IIT Kanpur
- 4) Heads of Departments/IDPs, IIT Kanpur
- 5) Joint Registrar (AA), IIT Kanpur
- 6) Finance and Accounts, IIT Kanpur

Annexure-1



**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
DIRECTORATE**

No. DIR/IITK/2022/OO-14
February 24, 2022

OFFICE ORDER

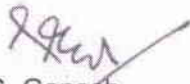
Reference: OM 19024/03/2021E.IV dated 31/12/2021 and 16/02/2022 (MoF) and F.No. 29-8/2022-IFD dated 10/01/2022 (MoE)

Subject: Modified rules regarding booking of tickets for air travel using government grants

Apropos to the privatization of Air India, the Government of India has modified the rules concerning booking of air tickets using government grants. The new guidelines are as given below:

1. Official air travel, both domestic and international, on government grants (including CPDA) can be made in private airlines.
2. Tickets should be purchased only through the following travel agencies:
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

The above guidelines are to be followed for LTC travel and for travel on project grants where GFR17 is applicable.


S. Ganesh
Deputy Director

Copy to:

1. Director
2. All Deans
3. All HODs /Section (s)/ Unit (s)
4. Registrar
5. Dy. Registrar (F&A)
6. Dy. Registrar (Admin)
7. SE, IWD

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 16th February, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel on Government account.

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.
3. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmaia Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

F.No.29-8/2022-IFD
Government of India
Ministry of Education
Department of Higher Education
(Integrated Finance Division)

Dated 10th January, 2022

Sub: Modification of instructions regarding Booking of Air Tickets on Government Account
- Reg.

In view of the decision of the Government for disinvestment of Air India, Department of Expenditure, Ministry of Finance has issued modified instructions vide O.M.No.19024/03/2021-E.IV dated 31st December, 2021 with regard to booking of Air Tickets for air travel wherein the Government of India bears the cost of air passage.

2. These instructions shall be effective from 01.01.2022. Therefore, all BHs of the Department of Higher Education are requested to bring the modified instructions of the DoE (copy of the O.M enclosed) to all the Autonomous/Statutory Bodies, agencies under their control for strict compliance.

Encl : as above


(Anil Kumar)
Director (Fin)

All Bureau Heads, D/o Higher Education

Copy for information to : i) PPS to Secretary (HE)
ii) Sr.PPS to JS&FA

All Dir / DS


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DS (TE/TE)


12/1/22

Do (Te)

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

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

3. The travel agents are expected to provide to the Govt. employees the '**Best available fare**' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.
9. These orders shall be effective from **01.01.2022**.
10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirjala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.