

PANJAB UNIVERSITY CHANDIGARH

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Panjab University, Chandigarh.

No. 3961-4160 /FDD

Dated: 24/7/17

Dear Sir/Madam

As per Rule 9.3 of Panjab University Accounts Manual (which regulates the processing and payment of air travel claims), in all cases of Air Travel where the University/Government bears the cost of travel, the concerned official is required to travel only by Air India. Such rule further provides that in exceptional cases the Air Travel by private airlines can be allowed on account of non availability or for operational difficulties by the Vice-Chancellor on case to case basis.

In view of the above provision of P.U. Accounts Manual, in many individual cases, travel by private airlines was allowed by the Vice-Chancellor on the basis of certain justification, as given by the concerned faculty/official.

However, the CAG in its audit report of 2015-16 has raised certain objections, as explained here below:

1. The Air Travel approval other than the Air India because of operational difficulties, non availability or for other reasons must be sent to Ministry of Civil Aviation on case to case basis for regularization.
2. The air tickets should be purchased either directly from the Indian Airlines booking counters/website of the airline or by utilizing the services of authorized travel agents i.e. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC.

You are, therefore, requested to instruct all the concerned faculty members and officials to strictly comply with the above observations of the CAG while undertaking any air travel which is to be re-imbursed either by University out of its own funds or from any government grant.

It is also clarified that the above instructions are also applicable for the external examiners/visiting faculty members, the air travel of whom is to be re-imbursed by the University.

It may be noted that this office shall not process any case for sanction of reimbursement of air travel by a private airline on post facto basis, in the light of instructions as explained above.

With regards

Yours sincerely

Finance & Development Officer