

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To

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

No. 8148-2347/FDO

Dated: 19/12/18

Subject: Instructions regarding AIR Travel through 'AIR INDIA'.

Attention is invited to the instructions already issued by this office vide No. Office Circular Nos. 3961-4160/FDO dated 24.07.2017, 6892-7196/FDO dated 14.11.2017 and 9081-9280/A dated 01.10.2018 on the subject cited above.

2. Through the above instructions, it has been categorically mentioned that no air travel other than Air India shall be undertaken without seeking prior approval from the Competent Authority i.e., MHRD. It has been further informed that air tickets should be purchased either directly from the Indian Airline booking counters/website or by utilising the services of authorised travel agents i.e. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC. It was also made clear that the above instructions shall also be applicable for outside experts visiting the University for any assignment/work.
3. Despite such clear instructions this office has been receiving TA Bills wherein either the travel was undertaken through Private Airlines or the tickets were booked through unauthorised agents. Many of those bills were pertaining to outside examiners/experts who had visited the University for some official assignment. Because of such discrepancies this office could not process such bills for payment. Such circumstances not only cause hardship to outside examiners/experts but also adversely affect the image of the University. This situation could have been avoided had the concerned departments conveyed the above instructions to outside examiners/experts well in time.
4. **It is once again emphasised that the competency to grant any relaxation to travel by Airline other than 'Air India' lies with the Administrative Ministry of the University i.e. MHRD. Therefore all such cases have to be forwarded to MHRD for seeking prior approval. It is therefore advised that no travel arrangement/booking of tickets through Private Airlines be made unless and until the permission of the competent authority has been secured by the concerned faculty member/outside expert. This will also apply if booking of Air tickets is to be made through a service provider not authorised by Government.**

It is therefore, reiterated that the above instructions must be complied with meticulously and in case any travel is undertaken through Private Air line without obtaining the permission of competent authority i.e., MHRD then this office shall not be able to process such travel claim. This may also be informed to outside examiners/experts visiting Panjab University for any assignment (by incorporating the rule position as per para 4 above in the invitation letter itself) so as to avoid any hardship to such outside examiners/experts.


Finance & Development Officer