

PANJAB UNIVERSITY, CHANDIGARH

To

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

No. 14530-14729/A

Dated :- 19.12.2022

Circular

Subject: Compliance of instructions regarding Booking of Air Travel Ticket

Sir/Madam,

Kind attention is invited to this office Circular No.934-1137/FDO dated 13.02.2020 and 10074-10274/A dated 17.10.2022.

Through the above Circulars instructions regarding Air Travel as well as manner of booking of the air tickets were notified. Through these circulars it was made clear that the booking of air ticket can be made only through Govt. authorized agencies i.e., M/s. Balmer Lawrie, Ashok Travels & Tours and IRTC. It was also made clear that whenever outside Expert/Examiner/Invitee/Delegate is to visit Panjab University for any official work, then it will be the responsibility of the concerned Head of Department/Controlling Officer/Convener of the Programme, as the case may be, to bring into the notice of such invitee about the condition of booking of Air Travel Ticket through the aforementioned authorized agencies.

It has been observed that the above instructions are not being followed strictly as many cases have been received in this office wherein outside Experts/Examiners/Invitees/Delegates have booked the Air Travel Tickets through un-authorized agencies/channels.

The instructions regarding booking of Air Travel Ticket through authorized agencies/channels are reiterated for strict compliance by all concerned. It may also be relevant to highlight that there is no provision to reimburse the claim of Air Travel Ticket booked through any un-authorized agency/channel.

This is for the information and further necessary action by all concerned.

SK Mahni
19.12.22
Assistant Registrar(Accounts)

Copy to the following for information/necessary action:

1. SVC for kind information of the Hon'ble Vice Chancellor.
2. The Registrar, P.U., Chandigarh for information.
3. ACLA for information and necessary action.
4. SO to VC for information.
5. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.