

PANJAB UNIVERSITY, CHANDIGARH

From Assistant Registrar Accounts, Panjab University, Chandigarh	To I. All the Chairpersons/Heads of the Department / Branch/Inst. / Centres II. Principals of Constituted Colleges, PU. Chd. III. Secretary P.A. to Vice-Chancellor IV. P.A. to Registrar V. P.A. To Controller of Examination VI. Assistant Comptroller Local Audit, PU. Chandigarh.
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No. 10074-10274/A

Date : 17/10/22

Subject: - Modification of instructions regarding Air travel on duty as well as Leave Travel Concession (LTC).

Sir/ Madam,

In the light of the disinvestment of Air India & modification of provision regarding Air Travel on Government account as conveyed by Govt. of India, Ministry of Finance, Deptt. of Expenditure vide No. 19024/03/2021-E-IV, dated 16.02.2022 and other instructions conveyed vide, no.19024/03/2021-E-IV, dated 31.21.2021, the competent authority has approved the following updated instructions (effective from 16.02.2022) for air travel on duty as well as LTC :-

- I. (a) Journey by Air to the entitled officials shall be permitted in economy class only, both for Domestic and International travel in Connection with official work, project work as well as LTC etc. However the air tickets shall be booked/purchased only through the three authorized travel agencies viz.
 - i) M/s Balmer Lawrie & Company Limited (BLCL).
 - ii) M/s Ashok Travels & Tours (ATT).
 - iii) Indian Railway Catering and Tourism Corporation Ltd. (IRCTC).

Note: No agency charges/conveyance fee will be paid to these three booking agencies.

- (b) Whenever an 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 as the case may be to bring into the notice of such outside Expert/Examiner/Invitee/ Delegate about the condition of booking of Air Travel tickets through the authorized travel agencies.

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2. In the light of the Government of India instructions vide no. 31011/3/2014-Estt. (A-IV) dated 19.09.2016, all the Heads of the Departments/Branches/ Controlling Officers are advised to bring in to the notice of all employees under their control that any misuse of LTC will be viewed Seriously and the employee will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Head of the Department/Branch/Controlling Officer are advised to randomly get some of the air tickets submitted by the official verified from the concerned Airlines with regard to the actual cost of the air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.

Note- Further, as per the Government Instructions vide no. 19024/03/2021-E-IV, dated 16.06.2022 ;

- i) The employee are to chose flight having the best available fare on their entitled travel class which is the cheapest fare available, preferable for Non-stop flight in a given slot at the time of booking :-
 - a) On the day of travel in the desired 3 hours slot of following time band-00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00.
 - b) With provision of optimizing within a 10% price band, for convenience and comfort.
- ii) The employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.
- iii) Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee
- iv) The employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee
- v) The employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same
- vi) The employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 authorized agencies only. For this, the employees must register their official Email-Id with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.

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3. No reimbursement of Air Ticket shall be allowed, in case the air tickets are booked through any private agency / unauthorized travel agent. The relaxation on account of ignorance/unawareness of the condition will not be considered.
4. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Vice Chancellor of the Panjab University is authorized to grant relaxation for justified reason.
5. The LTC claims, which have already been settled and paid shall not be re-opened for any reason whatsoever.

All the Heads of the Department/Branches/Institutions/Centres are desired to ensure Strict Compliance of these instructions and widely circulate the same to all the employees under their control.


Assistant Registrar Accounts
Assistant Registrar (Accounts)
Panjab University
CHANDIGARH
13/12/22
13/12/22
