



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
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पत्रांक : हे.न.ब.ग.वि.वि./F.O./2022/ 352

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CIRCULAR

Sub: Instructions regarding Air Travel and Booking of Air Tickets

In view of modification of instructions as issued by Ministry of Finance and circulated by UGC vide its letter No. 67-3/2021(CU) Dated 24.3.2022 this is to inform to all concern that " in view of the decision of the Govt of India for disinvestment of Air India, it has been decided that in all cases of air travel where the Govt of India bears the cost of air passage, air tickets shall be purchased from the **three authorized Travel Agents** only viz:

- i) M/S Balmer Lawrie & Company Limited (BLCL)
- ii) M/S Ashoka Travels & Tours(ATT)
- iii) Indian Railways Catering & Tourism Corporation Ltd(IRCTC)

It is further to clarify that Air travel on Government account both **Domestic (including LTC)** and International travel can be made by **Private Airlines**. However, Tickets shall be purchased only through the above three authorized agents.

In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, reimbursement will be made only after the approval of the Financial Advisor of the Ministry.

Further 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) within 7 days of completion of journey.


Finance Officer

Copy to

1. PS to VC/Pro-VC/Registrar/COE of the University
2. All Deans/Heads/Campus Directors
3. All Deputy Registrars/Assistant Registrars of the University
4. LTC/TA/Recruitment/Meeting sections
5. System Manager for uploading in Univ website for information of all concern.

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 31st December, 2021)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... to..... on.....(date) and return journey from..... to..... on..... for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... to..... on.....(date) and return journey from..... to..... on..... for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....