



राष्ट्रीय प्रौद्योगिकी संस्थान, कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY, CALICUT
वित्त विभाग /Finance Section

F. No. NITC/F&A/TA/2018-19

Dated:- 26-07-2018

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CIRCULAR

Subject: Guidelines regarding Air Travel on Official Tours-Purchase of air tickets from authorized agents- Reg.

It has been observed that many faculties/officers of this institute purchase air tickets for official tours from unauthorized agents viz. Yatra, Make my trip etc. which is not permitted as per Guidelines of Department of expenditure, Ministry of Finance issued vide O.M. No. 19024/22/2017-E.IV dated 19.07.2017. Therefore, all faculties/officials are hereby directed to purchase air tickets from following modes/agents to avoid any reduction or denial of reimbursement.

S.No.	Mode of Purchase	Approval Order
1.	Directly from Airline (at Booking Counters/Office/Website of Airline(s)).	O.M. No. 19024/22/2017-E.IV dated 19.07.2017 issued by Department of expenditure, Ministry of Finance
2.	Travel Agents authorized by Central Govt. a. M/s Balmer Lawrie & Company b. M/s Ashoka Travels & Tours c. IRCTC	-do-
3.	Others: a. UAE Exchange b. P L Worldways	Approval by BOG, NITC in 20 th BOG meeting (BG20.24) held on 16 th October, 2012.

Strict compliance of these and other guidelines (issued by MoF time and again) should be made by all concerned.


Registrar

Distributions:

1. Director (For information pl.)
2. Dy. Registrar (Fin.)
3. OSD (Audit).
4. All staff members
5. Website
6. File.