

**FINANCE & ACCOUNTS OFFICE  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. IITR/F&A/402/ATI/42

Date: 08.05.2024

**NOTIFICATION**

- The Finance & Accounts Office has received numerous requests for deviation/Past Facto approvals to book air tickets through unauthorized agents due to various reasons, including:
  1. Unauthorized agents are providing the cheapest fares.
  2. Unauthorized agents are more convenient in booking air tickets.
  3. Unawareness of the rule of booking air tickets only through authorized agents.
- It is crucial to highlight that these actions may lead to significant audit observations. Therefore, we strongly advise strict adherence to travel rules.
- Any deviation from the prescribed rules will not be entertained in the future.

In view of the above, we re-notify that all travel tickets shall be booked only through Government-authorized agents, namely M/s Balmer Lawrie, IRCTC, and Ashoka Travels & Tours.

**The previous copy of the notification is also attached.**

This is issued with the approval of the Dy. Director.

  
(G.K. Rastogi)  
Finance Officer  
IIT Roorkee

**Copy to:**

1. Channel i
2. staff-notices@iitr.ac.in
3. students-notices@iitr.ac.in

**FINANCE & ACCOUNTS OFFICE**  
**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. IITR/F&A/402/375

Date: 02.03.2022

**NOTIFICATION**

- Vide OM No. 19024/03/2021-E.IV dated 31<sup>st</sup> December 2021 and OM No. 19024/03/2021-E.IV dated 16<sup>th</sup> February 2022, Ministry of Finance has notified a revised procedure for the purchase of air tickets (notification is attached). Consequently, it is informed that:

- Travel through Air India is not compulsory now.
- Tickets shall be purchased only from the following agents:

| S.No. | Agent name                                                    | Link of website                                                                                                                         | Remarks                                                                                                                                                                          |
|-------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) | <a href="https://www.air.iretc.co.in/">https://www.air.iretc.co.in/</a>                                                                 | Tickets can be booked on-line after creating user id and password<br><br><b><u>Note: Please select option of Government Employee</u></b>                                         |
| 2.    | M/s Balmer Lawrie & Company Limited (BLCL)                    | <a href="https://www.balmerlawrie.com/static/travel%20&amp;%20vacations">https://www.balmerlawrie.com/static/travel &amp; vacations</a> | The company will provide the web based self-booking tool based on user id and password. It will help to book the tickets online. ( The process will be notified soon separately) |
| 3.    | M/s Ashok Travels & Tours (ATT)                               | <a href="https://www.attindia tourism.com/">https://www.attindia tourism.com/</a>                                                       | The process will be notified soon separately.                                                                                                                                    |

- This notification is applicable for all travels supported by PDA, Non-Plan budget of the Institute, including officially approved travel for medical purposes, LTC and all other cases of air travel where the Government of India bears the cost of passage.
- In the case of unavoidable circumstances, the Dy. Director is authorized to grant relaxation from booking from the authorized agents.
- For help in booking tickets, the following may be contacted:

| S.No. | Name of the contact person | Contact details                                                                                                                   |
|-------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Sh. Gaurav Kapoor          | Telephone: 4507<br>Mobile and whatsapp no: 7500787007<br>Email id: <a href="mailto:accounts3@iitr.ac.in">accounts3@iitr.ac.in</a> |

- In case of any problem, please contact:

| S.No. | Name                                | Contact details                                                                                                     |
|-------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 1.    | Sh. G.K. Rastogi<br>Finance Officer | Telephone: 5789<br>Mobile and whatsapp no: 9411755208<br>Email id: <a href="mailto:fo@iitr.ac.in">fo@iitr.ac.in</a> |

  
**(Prof. M.L. Sharma)**  
Dean, Finance & Planning

**Copy to:**

- [staff-notice@iitr.ac.in](mailto:staff-notice@iitr.ac.in)
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