



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078
(Finance & Accounts Department)

No.LTC/FO.II/2018-F&A/73

Dated: May 17, 2018

OFFICE MEMORANDUM

Subject: Travel by air in private airlines on LTC/Tour.

As per Govt. of NCT of Delhi, Finance (Accounts) Department OM No.F.20/10/2016-AC/104-28, dated 25.02.2016, the employees who are entitled to travel by air on tour/LTC and opted to travel by private airlines should endeavour to buy the cheapest air tickets possible in economy class and the fare of the tickets so purchased should not exceed that of Air India on the date of Journey. Further, while submitting the reimbursement claim of journey by private airlines, all officials are required to attach a printout of rate chart of air fare applicable on the date of journey of Air India taken from their official website at the time of booking of tickets in private airlines.

Instances have come to the notice of the University that through a number of officials travelled by private airlines in the recent past, they have not attached the printouts of air fare of Air India along with their claims for reimbursement, which hampered the authorities in deciding the actual amount reimbursable as per rules.

In view of the above, all the employees of the University are hereby called upon to invariably adhere to the following instructions/guidelines henceforth, failing which, their claims for Tour/LTC shall summarily be rejected:

- (i) Entitled category officers can travel in economy class by any airlines of their choice, provided the fare of air tickets of private airlines does not exceed that of Air India on the date of journey.
- (ii) Efforts should be made to book the air tickets at the cheapest fare possible.
- (iii) In all cases, whenever an entitled officer travels by air, he/she is required to book tickets through booking counters/office/websites of the airlines or through authorized travel agencies i.e. M/s Balmer Lawrie & Co. Ltd/ Ms. Ashok Tours & Travels Ltd/IRCTC/DTTDC.
- (iv) Booking of tickets through any agency other than those mentioned above is not permissible.

Any:

- (v) While submitting the reimbursement claim of travel by private airlines, all officials are required to attach a printout of rate chart of air fare applicable on the date of journey of Air India taken from their official website at the time of booking of tickets in private airlines. In all journeys by air 'boarding passes' may also be furnished.
- (vi) In respect of the non-entitled officials, air fare will be restricted to the fare of their entitled class of train or actual expenses, whichever is less.
- (vii) All the journeys shall be performed by the shortest direct route.
- (viii) Reimbursement shall not be admissible for the journey by a private car/van/bus or any other vehicle owned by a private operator.
- (ix) The LTC claim shall be preferred to the controlling authority within three (3) months from the date of completion of return journey in case no advance is drawn. Where-ever advance is drawn, the time limit for submission of claim will be one (1) month only.
- (x) Copies of journey tickets shall be submitted within ten (10) days from the date of drawl of advance or before the commencement of journey, whichever is earlier.
- (xi) Applications for drawl of advance, if any, shall be submitted well in advance but not later than one month before the commencement of journey to allow sufficient time to process/make payment by the University.

This issues with the approval of Controller of Finance.



(R. K. REDDY)
Finance Officer-II

To

- 1. Deans of all the Schools | With the request to give vide publicity
- 2. All Directors, GGSIPU | among the staff working under their
- 3. All Heads of Branches | control.
- 4. Head, UITS for uploading on the website of the University.

Copy for information to:

- 1. AR to Hon'ble Vice Chancellor.
- 2. SO to Pro Vice Chancellor.
- 3. AR to Registrar.
- 4. PA to Controller of Finance.