

15/11/18

FINANCE & ACCOUNTS  
INDIAN INSTITUTE OF SCIENCE  
BANGALORE 560 012

F&A/DFC/2018-

October 30, 2018

**C I R C U L A R**

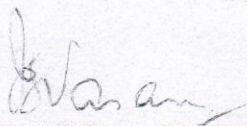
Sub: Guidelines on Air Travel – Purchase  
of air ticket from authorized agent.

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Ministry of Finance, Department of Expenditure vide Office Memorandum No.19024/22/2017-E.IV dated 19<sup>th</sup> July, 2017 have reiterated that Air Travel where the Government of India bears the cost of air ticket, may be purchased directly from airlines (viz. Air India) at booking counters/website of airlines or from 3 authorized travel agents namely M/s. Balmer Lawrie & Company Limited, M/s. Ashok Travels & Tours and IRCTC only.

In respect of visitors to the Institute, it may be mentioned in the meeting notice or invitation letter that the visitors have to purchase tickets from authorized travel agents only, otherwise the Institute will not be in a position to process their TA claim.

This may please be brought to the notice of all concerned for strict compliance from the date of issue of this Circular.

  
FINANCIAL CONTROLLER

CC: The Chairman  
All Departments/Centres/Labs./Sections/Units  
All Administrative Officers  
All Students  
The Internal Auditor