



**OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
**(Formerly Bengal Engineering and Science University, Shibpur)**  
**P.O.: Botanical Garden**  
**Howrah – 711 103**

No. 1219/D (AA)/16

Dated, 07 June, 2016

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

This is for information to all concerned that as per the O.M. No. 19024/1/2009-E. IV dated 13 July, 2009 issued by Department of Expenditure, Ministry of Finance, Govt. of India, mandates that air travel should be undertaken by AIR INDIA, in all cases of air travel (i.e. on official tour or availing LTC as the case may be) both domestic and international, where Government of India bears the cost of air passage. Further the Para. 3 of the said OM stipulates that in all cases of deviation from above mentioned order because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation, Govt. of India for availing of relaxation.

Amendment to the above mentioned O.M. on 16 September, 2010, further states that air tickets may be purchased directly from the Airline (at the authorized booking counters/official website of the concerned Airline) or by utilizing the services of authorized travel agents viz. M/s. Balmer Lawrie & Company, M/s. Ashok Travels and Tours and IRCTC.

This is issued with the concurrence of the Director.

Sd/-  
(Bivore Das)  
Assistant Registrar

No. 1219/D (AA)/16 (7)

Dated, 07 June, 2016

Copy forwarded for information and necessary action to:

1. All Deans/ Associates Deans.
2. All Head of the Deptts./Centres/Schools-with a request to circulate among the faculty members under his/her control
3. All Officers.
4. All Section In charges
5. PS to the Director.
6. Institute website-Ms. Shreejoyee Das with a request to upload the order on the Institute website.
7. File Copy

  
Assistant Registrar