



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.: 1248/D(AA)/16

Dated: 15/06/2016

Circular

With reference to circular number 1219/D(AA)/16 dated 07/06/2016 it is to inform all employees that IEST, Shibpur has made arrangement to purchase Air-tickets from Ashoka Travels and Tours, ITDC. The procedure to be followed is as follows:

1. Air-Ticket bookings are to be initiated either through E-mail/Fax. The E-mail id is itdcattkolkata@gmail.com or itdceast@gmail.com or their Fax No. is 22880922.
2. For Air-Ticketing related queries please contact Shri Sanjay Das or Shri Sankar Chatterjee in the tel. Nos. 40035841/22880901/22885254.


Ashoka Travels and Tours also provide special hotel rates for Government Officials on duty. Annexure II provides the list of hotels.

Ashoka travels also provide various types of vehicle on hire. The details of transport tariff are given in Annexure II.

The bank details of the company is attached in annexure – III.

Employees proceeding on tour for institute purposes only should contact Mr. Haran Chandra Sadhukhan for Air-Ticketing.

Employees proceeding on tour from project may contact Dr. Kalyan Kumar Bhar, Dean Research and Development for Air-Ticketing. For availing credit facility Admn. Expenses at the rate of Rs.90/- for domestic tickets and Rs.290/- for international tickets will be charged by Ashoke travels.


(Prabir Kumar Paul)

Dean Administrative Affairs.

Copy to:

1. All Deans, Associate Deans
2. All HODs of Department/School/Centre
3. All Officers
4. PS to the Director
5. All section incharge
6. Website
7. J.S. Records



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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

SPECIAL HOTEL RATES

FOR (SERVING) OFFICIALS OF GOVT OF INDIA + STATE GOVERNMENTS
(APPLICABLE FOR CENTRAL / STATE GOVERNMENT AND CENTRAL PUBLIC SECTOR
ENTERPRISES/STATE PSE'S OFFICIALS / OFFICERS + EMPLOYEES ON OFFICIAL DUTY)
AT PROPERTIES OF THE ASHOK GROUP OF HOTELS
(INDIA TOURISM DEVELOPMENT CORPORATION LTD)

S. No.	Name of the Hotel	Rate Per Night Inclusive of Breakfast	Special Meal Rates (Lunch / Dinner)
1	The Ashok, New Delhi	Rs. 7500 CPAI	Rs. 750 AI
2	Hotel Samrat, New Delhi	Rs.4500 CPAI	Rs. 450 AI
3	Hotel Janpath, New Delhi	Rs.4500/- CPAI	Rs. 450 AI
4	Lalitha Mahal Palace, Mysore	Rs.4500/- CPAI	Rs. 450 AI
5	Hotel Jaipur Ashok, Jaipur	Rs. 2250 CPAI	Rs. 300 AI
6	Hotel Jammu Ashok, Jammu	Rs. 2250 CPAI	Rs. 300 AI
7	Hotel Patliputra Ashok, Patna	Rs.4500/- CPAI	Rs. 450 AI
8	Hotel Kalinga Ashok, Bhubaneswar	Rs. 2250 CPAI	Rs. 300 AI
9	Hotel Bharatpur Ashok, Bharatpur	Rs. 2250 CPAI	Rs. 300 AI
10	Hotel Lake View Ashok, Bhopal	Rs.4500/- CPAI	Rs. 450 AI
11	Hotel Brahamaputra Ashok, Guwahati	Rs.4500/- CPAI	Rs. 450 AI
12	Hotel Ranchi Ashok, Ranchi	Rs. 2250 CPAI	Rs. 300 AI
13	Pondicherry Ashok Beach Resort, Pondicherry	Rs.4500/- CPAI	Rs. 450 AI
14	Hotel Donyipolo Ashok, Itanagar	Rs.4500/- CPAI	Rs. 450 AI

Terms & Conditions include: The above special rates are accorded to Serving Government Officials (only) on Official Duty and valid up to September 30th, 2016; Rates are not valid for any events or conferences. Rates offered are inclusive of Applicable Service Charge and Government Taxes and are nett, non-commissionable; Rates offered are on Single Occupancy Basis (only) - Double Occupancy will be charged additionally for accompanying spouse; Valid for individual reservations (only) up to a maximum of 3 rooms per single transaction; Check In/Out timings are 12 noon; All guaranteed early Check Ins will require the room to be reserved from the previous night; All reservations are subject to receipt of an official written requisition/correspondence and the issual of a confirmation code by the hotel; the Official will be the client of the hotel and will be responsible for settling all dues directly vide cash/(acceptable)credit/debit card mode (only); Rooms are Subject to availability; For authentication proof please provide valid ID at the time of Check-In; Special terms and/or conditions may be applicable to certain periods/properties etc.



India Tourism Development Corporation Ltd
 Ashok Travels & Tours, Kolkata
 3G, Everest House (3rd Floor) 46C, Chowringhee Road, Kolkata 700 071
 Telephones : +91 33 2288 0901 / 5254 / 5208 Fax : +91 33 22880922

Transport Tariff w.e.f. 1st June 2016

VEHICLE TYPE	BASIC RATE (`)	
	PER KM	PER HOUR
AC Cars		
Indigo	17.00	170.00
Maruti D'zire	18.00	180.00
Ford Icon	22.00	220.00
Innova / Tavera	22.00	220.00
Honda City	27.00	270.00
Mitsubishi Lancer	29.00	290.00
Toyota Carrola	57.50	575.00
Carolla Altis	60.00	600.00
Sonata	65.00	650.00
Camry	100.00	1000.00
Mercedes "C" Class	120.00	1200.00
Mercedes "E" Class	150.00	1500.00
Coaches		
Non - AC	50.00	500.00
AC	100.00	1000.00

Service Tax @ 5.60%, Swachha Bharat Cess @ 0.20% & Krishi Kalyan Cess @ 0.20%

** Minimum usage 10 hours / 100 kms whichever is higher

Terms & Conditions :-

- * Above rates will be subject to revision / increase in the event of any hike of fuel and / or fiscal taxes levied by the Govt. or by Regional Transport Authority with / without any prior intimation
- * Parking Fees / Entry Fees / Permit Fees / Interstate Taxes / Toll Taxes / Passenger Tax etc. will be charged extra
- * All rates will be applicable on Garage to Garage basis



BANK DETAILS FOR NEFT/RTGS/ECS :-

1	BANK ACCOUNT NO.	4026 201 000 00 552
2	BENEFICIARY NAME	INDIA TOURISM DEVELOPMENT CORPORATION LTD.
3	ADDRESS	3G, EVEREST BUILDING, 46C, J.L. NEHRU ROAD, KOLKATA - 700071.
4	BANK NAME	BANK OF INDIA
5	BRANCH	J. L. NEHRU ROAD, KOLKATA
6	BANK ADDRESS	45, J L NEHRU ROAD, KOLKATA - 700071
7	MICR CODE	7000 13027
8	BRANCH CODE	4026
9	IFSC CODE	BKID 000 4026
10	PAN NO.	AAACI 0825 J
11	SERVICE TAX REG. NO.	AAACI 0825 J ST
12	CONTACT NO., FAX NO. & E-MAIL ID	033-22880901/5254/5208 , 22880922(FAX) itdceast@gmail.com itdcattkolkata@gmail.com

