



## OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur  
Kharagpur- 721302, India

Ref. No: 1580/2022/OIR

Dated: 14/09/2022

**Subject: Request for advance for purchasing Air Tickets.**

The Office of International Relations has been invited to IIT Gandhinagar to attend the International Relations Conclave from 30.09.2022 to 01.10.2022.

The delegates from IIT Kharagpur will include Prof. Goutam Chakraborty (Associate Dean, International Relations and Ranking), Ms. Alivia Nag (Head, Office of International Relations), Ms. Koushiki Mukherjee (Senior IR Executive) and Ms. Rituparna Chakraborty (Data Management Executive). The host institute will cover the local accommodation and food charges for all the participants for these two days. The other expenses such as travel and incidental charges will be borne by the guest institute.

It is being requested that an amount of INR 70,000.00 be advanced to myself, Prof. Goutam Chakraborty (EC: 03004) towards the purchase of the air tickets. The amount may be adjusted upon submission of bills after the visit is concluded. The request for advance is being made so that best available fare tickets may be purchased while they are still available.

The supporting budget approval documents along with Office Order related to booking of Air Tickets is being enclosed for your review and kind approval.

Associate Dean,  
International Relations and Ranking

  
14/9/22

Dean, Outreach and Alumni Affairs

DR (Accounts)





**Office of International Relations (OIR)**  
**Indian Institute of Technology Kharagpur**  
**India - 721302**

Ref. No: **573** /2022/OIR

Dated: 09/09/2022

**Subject: Request for Approval for attending International Relations Conclave hosted by and at IIT Gandhinagar (Gujarat) and related budget.**

The Office of International Relations – IITKGP has received an invitation from IIT Gandhinagar to attend the International Relation Conclave to be held during 30.09.2022 – 01.10.2022. IIT Kharagpur has duly accepted the invitation and confirmed her participation. With internationalization becoming a priority area for Indian higher education in general, and IITs in particular, this conclave will give us an opportunity to share our experience, set strategies for the future, and join forces where necessary. It is proposed that a four member delegation will visit IIT Gandhinagar for attending this conclave.

The delegates from IIT Kharagpur will include Prof. Goutam Chakraborty (Associate Dean, International Relations and Ranking), Mrs. Alivia Nag (Head, Office of International Relations), Ms. Koushiki Mukherjee (Senior IR Executive) and Ms. Rituparna Chakraborty (Data Management Executive). The host institute will cover the local accommodation, food charges and local travel for all the participants for these two days. The other expenses such as travel and incidental charges will be borne by the guest institute. A budget has been prepared accordingly for the upcoming visit to IITG for your kind perusal and necessary approval:

| Particulars   |                        | Total (INR)<br>(Approx.) |
|---|------------------------|--------------------------|
| 1. Ground Travel (IIT KGP to Kolkata Airport - CCU)<br>(To and Fro) |                        | 12,000/-                 |
| 2. Air Travel fare (CCU to AMD and AMD to CCU)<br>(Round Trip)      | 19,000/- per<br>person | 76,000                   |
| 3. Miscellaneous/Incidental Expenses                                |                        | 7,000/-                  |
| Total (Rs.)   |                        | 95,000/-                 |

Submitted for your consideration and approval, please.

Associate Dean,  
International Relations and Ranking

Dean, Outreach and Alumni Affairs





भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Administrative Notification No. 48 / 2022 Dated June 15, 2022**

Sub : Booking of Air Tickets on Government Account.

In partial modification to the Administrative Notification No. 38/2022 dated March 03, 2022, the undersigned is to inform that as per Ministry of Education, Government of India, Office Memorandum No. F.No.29-8/2022-IFD Dated 10.01.2022 with enclosure of an O.M.No.19024/03/2021-E.IV dated 31.12.2021 issued by Department of Expenditure, Ministry of Finance and the Ministry of Finance clarified OM No. 19024/03/2021-E.IV dated 16.02.2022 for modification of instruction regarding Booking of Air Tickets on Government Account, **all air tickets where the Institute bears the cost of air passages shall be purchased from the three Authorized Travel Agents viz.**

- i) M/s. Balmer Lawrie & Company Limited (BLCL)
- ii) M/s. Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

Ministry of Finance clarified vide its OM No. 19024/03/2021-E.IV dated 16.02.2022 on the above referred OM dated 31.12.2021 that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines.

1. The tickets may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the above three Authorized Travel Agents.
2. The Institute is in process of signing corporate agreement with airlines. The corporate code for each airlines will be notified, separate once it is finalised. Thereafter, all tickets purchased should bear the corporate code of the Institute, as the case may be.
3. The travel agents are expected to provide the '**Best available fare**' on the date of booking on the basis of tour programme as per the entitlement of the concerned employees etc.
4. The **Mileage Points**, if any, earned by the employees on tickets purchased for official travel shall be utilized by the Institute for other official travel. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of travel which is funded by the Government/Institute should accrue to the Institute. The travel agents shall inform about accrued mileage points, if any, to the Institute on quarterly basis.

All Heads of the Department/Centre/School/Section/Unit are requested to bring it to the notice of all employees and others in their respective Department / Centre / School / Section / Unit about the above O.M for strict compliance.

  
कुलसचिव / Registrar

Copy to :

1. All Deans / Associate Deans
2. All Heads of Department/Centre/School/Section/Unit
3. All Chairmen /Chairpersons /Professor-in-Charge
4. Chief Vigilance Officer
5. President, Technology Students' Gymkhana
6. Librarian, Central Library

7. Head, B.C. Roy Technology Hospital
8. All Wardens / Assistant Wardens, Halls of Residence
9. Chief Engineer/Supdt. Engineers/Sr. Executive Engineers/Executive Engineers
10. Deputy Registrar (Accounts)
11. Deputy Registrar (E-II) / Assistant Registrar (E-I) } - With request for necessary information and action
12. All Joint Registrars/Deputy Registrars/Assistant Registrars/Executive Officers
13. Deputy Registrar (E-III Meeting) – please report the matter in the BOG at its next meeting.
14. Senior Security Officer
15. Secretary to Director
16. Secretary, Deputy Director's Office
17. Secretary, Registrar's Office
18. Apna IITKGP