



**OFFICE ORDER**

**Subject: Revised Travel Support for presenting the research paper in National Conferences by Registered Students (excluding PhD and PMRF Scholars/Students).**

Consequent upon the approval of the Competent Authority of this Institute, the amount of Travel Support available to registered Masters Students (**excluding PhD and PMRF Scholars/Students**) of institute for presenting the research paper in National Conference(s) has been revised to a maximum amount of **Rs.50000/- (Rs. Fifty Thousand Only)** for all travels beginning from July 1, 2023.

**Note: It is mandatory for all registered students/scholars (including PMRF scholars) to take prior travel approval who would like to get supported through DOAA/DORD/PMRF/Department grant and also would not undertake travel, unless the application has been duly approved.**

**Further, reimbursement of the above said support shall be subject to the following terms and conditions: -**

1. The registered students (**excluding PhD and PMRF Scholars/Students**) can claim travel support until the date of Final Viva Voce Exam (Thesis Defense) or until the End of the Institute Fellowship Tenure whichever is earlier. The student should be a **regular registered student** while availing travel support (i.e., not in semester leave or leave till defense). This is applicable only for thesis submissions from April 01, 2023; no retrospective payments will be made.
  - (a) For registered Masters students (M.Tech, M.Des, MS(R), MSc 2-yr), the support will be available in their whole tenure after they **have completed two semesters** in the Institute.
  - (b) For registered students in the BT/BS programs, the support will be available in their whole tenure after they have **completed four semesters** at the Institute.
  - (c) For registered students in the Double Major and Dual Degree Programs, the support will be available from Third/Fifth semester onwards.
2. The reimbursement will include the Registration Fee, Air (Economy Class)/Train (AC-2T/3T) fare by the shortest route, and a per-diem allowance of Rs.1000 per day. The per-diem allowance can be claimed for the duration of the conference and at most one day prior to and one day after the conference dates, provided the registered student is travelling on those days.

3. The registered student/scholar seeking financial assistance needs to be an author or one of the authors of the paper accepted for the presentation, and the work should have been carried out at IIT Kanpur.
4. In case, there are more than one student authors in a paper, financial support will be provided to only one author per paper including any of its equivalent forms/versions.
5. If alternate funding for lodging and boarding is available, then per-diem allowance cannot be availed.
6. To apply for Travel Support the registered student is required to submit filled-in Conference Travel Support Form (a copy of which is available on DOAA website) along with application duly recommended by their Thesis Supervisor/Project Advisor/Co-authoring faculty member, DPGC/DUGC Convener and Head of the Department to DOAA office at **least one month before the date of the travel.**
7. The faculty members/thesis guides should specifically verify that the conference is of good quality and that the submitted papers were peer-reviewed.
8. Subsequent to the participation, the student should submit the reimbursement claim to the Accounts Section with all the relevant supporting documents in original (including boarding pass). The reimbursement should be claimed soon after return, and not later than **two weeks after completion of the travel.**
9. Eligible registered scholars availing travel support for attending the National Conference are advised to follow the instructions issued by the Institution's prevailing norms on booking of Air tickets.
  - a) The guidelines for booking of Air tickets are mentioned in Annexure-1

*Any registered student whose conference commencement date is scheduled to be held **on or after 1<sup>st</sup> July 2023** and approval for the same has been obtained **on or before 30<sup>th</sup> June 2023** will also be governed by this order.*

This Office Order supersedes all previous Office Orders in this regard.

*Shalabh*

Shalabh  
Dean of Academic Affairs

Copy to:

- 1) Directorate Office, IIT Kanpur.
- 2) Deputy Director, IIT Kanpur.
- 3) All Deans, IIT Kanpur.
- 4) Heads of Departments/IDPs, IIT Kanpur.
- 5) Joint Registrar (AA), IIT Kanpur.
- 6) Webmaster, IIT Kanpur.
- 7) Finance and Accounts, IIT Kanpur

**Annexure-1**



**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
DIRECTORATE**

No. DIR/IITK/2022/OO-14  
February 24, 2022

**OFFICE ORDER**

Reference: OM 19024/03/2021E.IV dated 31/12/2021 and 16/02/2022 (MoF) and F.No. 29-8/2022-IFD dated 10/01/2022 (MoE)

Subject: Modified rules regarding booking of tickets for air travel using government grants

Apropos to the privatization of Air India, the Government of India has modified the rules concerning booking of air tickets using government grants. The new guidelines are as given below:

1. Official air travel, both domestic and international, on government grants (including CPDA) can be made in private airlines.
2. Tickets should be purchased only through the following travel agencies:  
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

The above guidelines are to be followed for LTC travel and for travel on project grants where GFR17 is applicable.

  
S. Ganesh  
Deputy Director

Copy to:

1. Director
2. All Deans
3. All HODs /Section (s)/ Unit (s)
4. Registrar
5. Dy. Registrar (F&A)
6. Dy. Registrar (Admin)
7. SE, IWD

**No. 19024/03/2021-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
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**North Block, New Delhi.**  
**Dated the 16<sup>th</sup> February, 2022**

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Air Travel on Government account.**

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.
3. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).

  
(Nirmala Dev)  
Director

To,

**All Ministries/Departments of the Government of India as per standard distribution list.**

**Copy : O/o C&AG, UPSC etc. as per standard endorsement list.**

F.No.29-8/2022-IFD  
Government of India  
Ministry of Education  
Department of Higher Education  
(Integrated Finance Division)

Dated 10<sup>th</sup> January, 2022

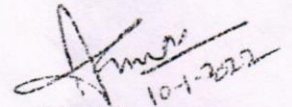
Sub: Modification of instructions regarding Booking of Air Tickets on Government Account  
- Reg.

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In view of the decision of the Government for disinvestment of Air India, Department of Expenditure, Ministry of Finance has issued modified instructions vide O.M.No.19024/03/2021-E.IV dated 31<sup>st</sup> December, 2021 with regard to booking of Air Tickets for air travel wherein the Government of India bears the cost of air passage.

2. These instructions shall be effective from 01.01.2022. Therefore, all BHs of the Department of Higher Education are requested to bring the modified instructions of the DoE (copy of the O.M enclosed) to all the Autonomous/Statutory Bodies, agencies under their control for strict compliance.

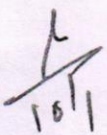
Encl : as above

  
(Anil Kumar)  
Director (Fin)

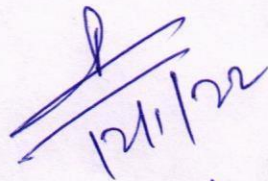
All Bureau Heads, D/o Higher Education

Copy for information to : i) PPS to Secretary (HE)  
ii) Sr.PPS to JS&FA

All Div / DS

  
10/1

DS (TE/TE)

  
12/1/22

Do (TE)

**No. 19024/03/2021-E.IV**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**

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North Block, New Delhi.  
Dated the 31<sup>st</sup> December, 2021

**OFFICE MEMORANDUM**

**Subject: Modification of instructions regarding Booking of Air Tickets on Government account.**

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets 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)

3. The travel agents are expected to provide to the Govt. employees the '**Best available fare**' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. 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 official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.

9. These orders shall be effective from **01.01.2022**.

10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)  
Director

To,

**All Ministries/Departments of the Government of India as per standard distribution list.**

**Copy : O/o C&AG, UPSC etc. as per standard endorsement list.**