



NATIONAL INSTITUTE OF IMMUNOLOGY
NEW DELHI

07 MAY 2024
07 May, 2024

No. Admn (GA)/3.2.2.4/373

CIRCULAR

Sub: Guidelines on Air Travel on official tours-purchase of air ticket from IRCTC

Ref: Circular no. Admn(GA)/3.2.2.4/2267 dated 11.10.2023

NII has re-empanelled IRCTC for booking of air tickets (domestic/ international)/ overseas medical insurance services for a period of 2 years from 01.10.2023 to 30.09.2025. The telephone/ mobile insurance number of the contact person of IRCTC are at Annexure- 'A'.

2. In all cases of air travel for official purpose (tours/conference etc.), air tickets shall be purchased from the following Authorized Agents only.

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

3. Accordingly, as per existing procedure, all officials/ PhD scholars can book the air ticket (for official tours) from IRCTC agency on receiving the Office Order from the Administration Department/ Academic Department through the authorized representative of the Institute mentioned below. LTC will be done by the staff members through IRCTC himself/ herself directly after taking advance from the Finance Department. After that all the bills of tour/ LTC etc. must be submitted to the Finance Department with in stipulated time limit.

4. The details of the authorized representative from the Institute are given below:

Sl. No.	Name of the representatives	Mobile No.	Email
1	Dr. D.K Vashist, Senior Manager for Core/ Project Staff	9596624321	vashist@nii.ac.in
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This issued with the approval of the Competent Authority.

(Dr. D.K. Vashist)
Senior Manager

Distribution:

- i) As per standard distribution list.
- ii) Director' Secretariat- for information please