

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

ADMINISTRATIVE NOTIFICATION NO. RGNAU/ESTT/2025/06, DATED October 24, 2025

The undersigned is to inform that as per Office Memorandum of Ministry of Finance, Government of India vide No. 19024/03/2021-E.IV dated 31.12.2021 and No. 19024/03/2021-E.IV dated 16.06.2022, **all air tickets where the University bears the cost shall be purchased from the three Authorized Travel Agents viz.**

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

The choice of the travel agent for booking of tickets for tour and LTC from those in Para 1 is left open to the official in case of self-booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.

The employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight at the time of booking.

All Mileage points earned by Government/University employees on tickets purchased for official travel shall continue to be utilized by the University 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 official travel which is funded by the Government/University should accrue to the Government/University. The travel agents shall inform about accrued mileage points, if any, to the University on quarterly basis.

The University has signed a Corporate Agreement with M/s Balmer Lawrie & Company Limited to provide air tickets to the employees and invited guests of the University for their official visits. All employees are requested to avail these facilities for purchase of air tickets for their official visits as well as invited guests if the cost of the air tickets are bears by the University. They may send their travel plan (i.e. date and details of flights) along with copy of the approval of the competent authority to OSD (AAE&HR) at least 7 days prior to the intended date of travel.

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

This is issued with the approval of the Competent Authority.


कुलसचिव / Registrar

To

1. All Deans
2. All Heads/Coordinators of the Departments/Centre/School/Section/Unit
3. All Faculty-in-Charges
4. Finance Officer
5. Controller of Examinations
6. All Deputy Registrars / Deputy Finance Officer
7. Officer on Special Duty (AAE&HR)
8. System Analyst – please upload in the University Intranet website
9. PS to the Vice Chancellor
10. PS to the Registrar
11. Office Order File