



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI

F. 17-98/2010(FD-I/B)

30th September, 2013

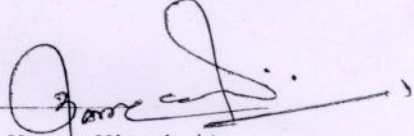
OFFICE MEMORANDUM

28 OCT 2013

As per instruction contained in para 2.4 of Ministry of Finance, Deptt. of Expenditure, New Delhi, O. M. No.7(2)E.Coord/2013 dated 18th September, 2013 (Copy enclosed) all the entitled Officers are to travel on Official Tours in Economy Class by Air within India except officers in the Apex scale (Pay Rs.80,000/- Fixed or Pre-revised Pay Rs.26,000/-fixed). In case of international travel the officers in apex scale may travel by Business Class, whereas other Officers may travel in Economy Class. In all cases of air travel only lowest fare air tickets are to be purchased from authorized sources (Air India Counter/Web-site, IRCTC, M/s. Balmer & Lawrie and M/s. Ashok Tours & Travels) and no companion free ticket is to be availed of.

All the Bureau heads may please note the above instructions of Ministry of Finance while performing air journey both by themselves & experts to be invited in the UGC Meeting.

The above provision may clearly be brought into the notice of all experts well in advance at the time of invitation so as to avoid complication at the time of settlement of their TA claims. Attention is also invited to direction of the Ministry of Finance with the above instruction on the heads of expenditure, including organizing seminars/Conferences etc. which may be strictly observed by all concerned Bureaus.


(Ajay Kumar Khanduri)
Deputy Secretary(Finance)

1. P.S. to Chairman, UGC
2. P.S. to Vice Chairman, UGC
3. P.S. to Secretary, UGC
4. P. S. to Financial Advisor
5. P.S. to Director(Admn)
6. All Bureau/Divisional/Heads
7. All Branch Officers/Section Offices
8. Publication Officer, UGC for uploading on UGC Web-site under the link "Notices".
- 9 All R.Os, UGC

