



UNIVERSITY GRANTS COMMISSION
NEW DELHI – 110 002

OFFICE MEMORANDUM

3 MAR 2015

F.1-1/2015 (Travel Desk)

Dated: - March, 2015

The Commission at its 506th Meeting held on 3rd February, 2015 decided to create a Travel Desk in the office of UGC to do the advance booking of all the experts nominated by UGC and its officers/officials for meetings/journey. Accordingly, Travel Desk has been created in the UGC to carry out the advance booking of Air and Train tickets.

In this regard an Memorandum of Settlement (MOS) has been executed between University Grants Commission, New Delhi and Balmer Lawrie Co. Ltd. (A Government of India Enterprises), New Delhi for advance booking of Air and Train tickets.

The Competent Authority has accordingly decided that w.e.f. 1st March, 2015, the Air and Train tickets of all the UGC Officials & Officers/ Experts nominated by UGC for attending various official meetings or journey shall be booked by Balmer Lawrie Co. Ltd. through UGC Travel Desk only.

The Member Secretary or UGC Coordination Officer will forward the details of the Members Experts /UGC Officials & Officers who are deputed for attending the meeting etc. by the competent authority in the following format to the Travel Desk well in advance along with an attested copy of such approval:-

S.NO.	Name & Address of the Experts/ UGC officials undertaking journey	Date of Meeting/s	Travel details viz. Flight/Train no, date of journey and class as per entitlement	E-mail	Mobile Number
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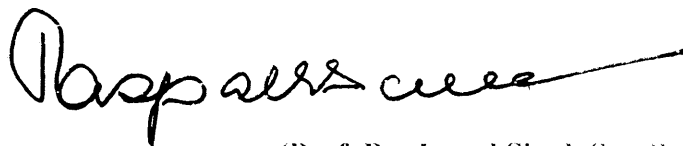
It may please be noted that as per Government of India Orders, the air journey is strictly to be performed by Air India where it ply. On other routes, journey can be performed by private airlines. No deviation to this provision would be allowed. The concerned Bureau/Section while sending the meeting notice to the experts should also mention that the tickets for their travel would be booked by the Balmer Lawrie Co. Ltd. with whom the UGC has entered into a MOS for this purpose.

: 2 :

The Member Secretary/UGC Coordinating Officer/UGC Touring Officer, Official will ensure that the journey is performed by all the members of team as per travel plan. Any change may please be intimated to travel desk in UGC and Balmer Lawrie Co. Ltd. through email or fax. At the end of journey, the TA bills of all members of the team will be submitted to travel desk along with boarding card in original for inward journey (for air travel) and bank details of claimant. Travel desk after putting remarks to this effect on TA bills and send the same to Finance Division for making payment to the claimant through e-mode. In Regional offices, the boarding cards will be sent to travel desk along with copy of booking requisition sent at the time of booking the tickets. Travel desk will verify the claims of Balmer Lawrie Co. Ltd. on the basis of boarding cards and make the payment accordingly.

The details of the Travel Desk Officials are given as under:

1. Shri Ajay Kumar Khanduri, Deputy Secretary, Room No. 322, Ph. 011-23236977, e-mail: khanduri.ugc@nic.in
2. Shri Tirath Ram, Under Secretary, Room No 209, Ph. 011-23238883, e-mail: ugctraveldesk@gmail.com
3. Shri Hitesh Manik, Assistant, Room No 209, Ph. 011-23238883, e-mail: ugctraveldesk@gmail.com



(Prof. Dr. Jaspal Singh Sandhu)
Secretary

Copy to:

1. PS to Chairman, UGC, New Delhi
2. PS to Vice-Chairman, UGC, New Delhi
3. All Bureau Heads/Divisional Heads/Branch Officers/Section Officers, UGC / with details of tickets already booked and proposed action
4. UGC Office at 35 Ferozshah Road, New Delhi
5. All Regional Office, UGC
6. Publication Officer for uploading on UGC Website
7. Notice Board
8. UGC e-office



(Ajay Kumar Khanduri)
Deputy Secretary (Travel Desk)



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002
TRAVEL DESK

Name of the Bureau :

Date :

**PROFORMA FOR BOOKING OF ADVANCE AIR TICKET OF MEMBERS OF COMMISSION/
EXPERTS/UGC OFFICERS THROUGH BALMER LAWRIE CO. LTD:**

Sl. No.	Name of the Commission Members/Experts/ UGC Officers	Date and Place of Meeting	Details of Onward & return Journey	E.mail & Mobile Number of Commission Member/Experts/ UGC Officers	Entitled Class
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Encl: An attested copy of the approval of the Competent Authority.

Signature
Joint Secretary/ Deputy Secretary

Balmer Lawrie is requested to book the air-ticket/s as per details given above.

(Tirath Ram)
Under Secretary

