OFFICE OF THE REGISTRAR  
(ACCOUNTS SECTION)  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH  

D.No. 899/Acctt.  

CIRCULAR  

Dated: 14/12/15  

Deans of Faculties/Dean, Students Welfare.  
Chairman of the Department of Studies.  
Director/Coordinator of the Centers/Institutes/Units.  
Head of the Offices/MIC/OSD  
Principal of the Colleges/Schools/Polytechnics.  
Deputy Registrars/Deputy Finance Officers/Deputy Controllers.  
Assistant Registrar/Asstt. Finance Officer/Sr. P.A. Controller.  
Deputy Registrar (Council) for report to E.C.  

This office frequently receives request of employees forwarded by the Head of the Departments/Offices for condonation of irregularity in purchasing the Air ticket from Private Agency citing ignorance or by mistake instead of Govt. Agency i.e. directly from the Airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agent viz. M/s Balmer Lawrie& Company/M/s Ashok Travels & Tours and IRCTC which is not proper as per guidelines of O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009  

Therefore, all concerned are hereby requested not to forward such request to the Accounts Section as in future, the request will be condoned as per govt. guidelines and no reimbursement will be allowed if deviated from govt. guidelines.  

(Dr. Salik A. Siddiqui)  
Deputy Registrar  
(Accounts Section)