OFFICE MEMO

The Vice-Chancellor, on behalf of the Executive Council has approved the adoption and implementation of the following Office Memos issued by the Government of India, Ministry of Finance, Department of Expenditure, New Delhi, received through the Under Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi vide letter No. F.20-1/2008(CU) dated 07.9.2009:

i) Office Memo No. 19024/1/2009-E.IV dated 13.7.2009-Air Travel on official account both Domestic and International.(copy enclosed)


2. The expenditure so involved will be met out from the provisions made in the Budget Estimates for the Year 2009-2010.

3. The action of the Vice-Chancellor will be reported to Executive Council.

(Ataat Husain)
Assistant Registrar (Councils)

Dated: 25.11.2009

Distribution:

1. Finance Officer along with the file for further necessary action,
2. Deans of the Faculties/Dean, Student's Welfare,
3. Chairmen of the Departments of Studies/Heads of the Offices,
4. Principals of Colleges/Polytechnics/Schools,
5. Directors/Coordinators of Centres/Institutes/Units/Academic Staff College,
6. Proctor/ Librarian-in-charge, M.A. Library,
7. Provosts of Halls of Residence and N.R.S. C.,
8. Deputy Registrars/Deputy Finance Officers/Deputy Controllers/I.A.O.,
9. O.S.D., Vice-Chancellor's Secretariat,
10. Assistant Registrars/Assistant Finance Officers/Assistant Controllers/P.R.O.,
11. Section Officer (Councils) for report to Executive Council,
12. Sr. P.A. to Registrar/Finance Officer/Controller of Examinations,
13. Section Officer (Record), Registrar's Office.
F.20-1/2008 (CU)

The Registrar,
Aligarh Muslim University
Aligarh - 202 002

Subject: - Govt. of India, Ministry of Finance Office Memorandum with regard to
(1). Air Travel on official account - both domestic and international
(2). Admissibility / Entitlement for travelling by Shatabdi Express.

Sir,

The undersigned is directed to enclose herewith the copies of the following Office
Memorandum(s) issued by the Government of India, M/o Finance, Dept. of Expenditure on
the subject mentioned above for information and appropriate action:

(i). O.M. No. 19024/1/2009-E.IV dated 13.07.2009 –Air Travel on official account – both
domestic and international.

travelling by Shatabdi Exress.

2. It is mentioned that any further clarification issued / to be issued by the Government of
India, M/o Finance, Dept. of Expenditure with regard to the above O.M.(s) will be applicable
mutatis mutandis and the same may be implemented without referring it to UGC.

3. You are requested to ensure that a copy of this letter along-with the enclosures may be
provided to the Finance Office of the University.

Yours faithfully,

Encl: As above.

(Mrs. Raj Rani)
Under Secretary
OFFICE MEMORANDUM

New Delhi, the 13th July, 2009.

Subject: Air Travel on official account – both domestic and international.

In partial modification of this Ministry’s OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry’s OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.

(SS) SECRETARIAT

No...M/71...
t....15/7/09...

To

1. All Ministries/Departments of the Government of India, etc.
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

FA may kindly see the information of approved air travel adding to issue necessary orders in this regard.

May also like to see for circulation at Ministry level.

14/07/09