F/L Despatch No. 186
Dated 10-7-18
Finance Department
Central University of Haryana

Sub: Undertaking Air Travel for official visit as per permissible entitlement and in accordance with the provision given in FRSR (Part II – Travelling Allowance).

It is known that outside experts/members of the selection committee/examiner/participants in various workshop/seminar/members of executive council are invited for official work from time to time. Being the Hon'ble members, they are to be paid TA/DA and Honorarium on the spot as a token of gesture. Largely the Hon'ble members belonging to far of places are to perform journey through Air Travel. It has been noticed that Air Travel is undertaken by them through Private Air travels whereas the rules say that the journey in such cases is required to be done by the Air India only in Economy class only. In order to mitigate unwarranted situation, it becomes mandatory that the Hon'ble members may be informed in respect of Air Travel rules while sending invitation/information letter for attending the visit. In view of the above it is proposed as under:

i) Copy of extract of rule 13(2), 13(2) (viii) page No. 61 (read with Govt. of India Ministry of Finance letter no. F. No. 19024/22/2017-E.IV dated 19.07.2017) and Rule 14 of FRSR Part II may appended with invitation letter.

ii) Air Tickets may be purchased directly from Air India (at booking counters/office/Website of Air India) or through authorized agents from Air India for Economy Class only.

iii) Air journey is required to be undertaken only in economy class as Business/Executive class is not permissible under the rules.

The above instructions may also be complied with by all the employees of the university also. These may be put on university website. Also the outside experts/members may be prior informed of these instruction so that air journey to be undertaken is covered under the rules.

10/7/2018
Consultant (Internal Audit)

Dy. Registrar (Finance) Submitted for consideration and approval, pl.
10/07/18

Finance Officer

Submitted for approval, pl.
10/7/2018

Registrar