



भारतीय प्रौद्योगिकी संस्थान मद्रास
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F.No. Admn.II/G/2022/671

Dated: 18.04.2022

CIRCULAR

Sub: Modification of Instructions regarding Air Travel – Reg.

Ref: Circular No. F.No.Admn.II/G/2022/612 dated 17.02.2022

In continuation to the above cited circular dated 17.02.2022, it is reiterated that

- a) **the air travel, funded through Government grants / Institute funds both Domestic (including LTC) and International travel can be made by private airlines**
- b) **that in all cases of air travel where the Government of India bears the cost of air passage, the air tickets should be purchased from the following three Authorized Travel Agents only viz.,**

S.No.	Authorised Travel Agents	For booking of tickets thro' website/email
1	M/s Balmer Lawrie & Company Limited (BLCL)	https://govemp.balmerlawrietravelapp.com/ <ul style="list-style-type: none">• For registration – click – First Time User. You may kindly enter IITM Employee ID No. in Office ID Number and select Government Employee in category column therein.• It is also advisable to furnish details in Edit profile template. Mr. Prem Prakash Gautam - +91 8377922852
2	M/s Ashok Travels & Tours (ATT)	Send mail to attchennai100@gmail.com 044-2435 0070/1250/2251
3	Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)	www.irctc.co.in (thro' Government employee option)

It is hereby informed that the claims of air travel made through travel agent/website other than the authorized travel agents will not be reimbursed or will be recovered (if advance drawn) by the Institute.

Sd/-
Deputy Registrar (Admn.)

To
All Faculty/Officers/Staff members