

No. PEC/RG/Travel Desk/ 25698-733

14 December 2022

OFFICE ORDER

15 DEC 2022

**(Establishment of Travel Desk)**

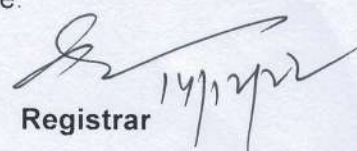
1. The Institute holds numerous Board Meetings/Workshops/Seminars/Lectures/Selection Committee Meetings for Recruitment etc from time to time and Experts are called out for various activities by Departments/Centres/Sections/Sectt etc.
2. To streamline the process of making their travel arrangements, the Competent Authority has approved to establish "Travel Desk" in the Finance & Accounts Section, under the Control of Dy Controller (Fin & Accts), which will be manned by Mr Manoj Kumar, Jr Asst & Mr Subhash, DEO.
3. The Travel Desk will be undertaking the task of booking of Air/Train Tickets, based on the demand forwarded/request made by the Department/Centres/Sections/Sectt/Offices. The demand should be sent to the Travel Desk, after approval of the Competent Authority.
4. All travel arrangements (booking of Air/Train Tickets) including booking of accommodation in Guest House/Hotels for the Board Meetings (BoG Meeting, Senate Meeting, Finance Committee Meeting etc) will be made by the O/o Registrar (PA to Registrar). Also, booking of accommodation in the hotels and Civil Hired Transport (if any) for all visitors (indented by the Departments/Centres/Sections/Sectt/Offices etc, after taking approval of the Competent Auth) will be done by the O/o Registrar (PA to Registrar).



Col RM Joshi (Veteran)  
Registrar

Distribution.

1. Dy Director.
2. All Deans.
3. All HoDs/All HoCs.
4. All Coordinators of Different Activities.
5. Chairman (Estate & Works)/Chairperson Library.
6. Dy Controller (F&A)/Asst Controller (F&A).
7. All Section Incharges.
8. Concerned Officials.
9. Web Master - Please upload this Office Order on Institute Webpage.
10. PA to Director - for information of the Director please.
11. PA to Registrar



Registrar