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सजय गाँधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Post Graduate Institute of Medical Sciences

Rae-Bareilly Raod,
Lucknow-226014 (INDIA)

PGI/F&A/RSD-

103/16/2019

Dated: 26/11/19

Office Order

With immediate effect the following guidelines are made in regarding to booking of Air Tickets from authorized travel Agents of the institute.

1. Faculty members must apply before 06 weeks from the date of International Conference and one month from the date of National Conference. After the issuance of office order of Executive Registrar, faculty must communicate to any empanelled travel agent for booking of ticket within 10 days and after that travel agent must booked tickets within 05 days (total 15 days from the date of issue of office order of Executive Registrar).
2. Tickets for the International and National Conferences must be from the shortest route of the journey and faculty will ensure it to give a certificate, in this regard.
3. Executive Registrar will issue office order for National and International Conference. In case of International Conference, NOC will also be issued alongwith office order. As per existing guide lines.
4. In case of VISA is obtained for the International Conference, air ticket shall be booked within 05 days from the date of obtaining of VISA.
5. Faculty member may also book ticket from his own ID and in that case they will certify on T.A. bills that the tickets have not been booked by any authorized travel agent.
6. For any reason, if the tickets are cancelled by the Institute, the cancellation charges shall be borne by the Institute after an Administrative order of Director, in this regard, otherwise cancellation charges will be borne by the concerned faculty member.
7. If any changes in schedule of programme is made by the concerned faculty, the difference of the air ticket shall be borne by the concerned faculty member after due verification and countersigned by the Director.
8. The payment of travel agent will be made only after the performing of journey and duly verification on the bills by the concerned faculty.

(Prof. Rakesh Kapoor)
Director

Copy to:

- a. All HOD's-with the request to kindly circulate amongst the faculty in your department
- b. Additional Director for information
- c. Finance Officer
- d. Dean
- e. Chief Medical Supdt.
- f. Executive Registrar - for compliance
- g. Joint Director Administration
- h. M/s. R.J. Trade Wings, Lucknow.
- i. M/s. Awadh Krishana Travels Pvt. Ltd., Lucknow

JOINT DIRECTOR (ADMIN) CAMP	
S.G.P.G.I.M.S., LUCKNOW	
Date Receipt	
Date	26/11/2019
Time	3:30 PM

S.A.O.(L)
S.A.O.(LESST)
AAO(C&L)
O.I.U.C.
OTHERS
N.O.O.F.

RA
Pl apply on internet
28/11/19