

INDIAN STATISTICAL INSTITUTE

203 B.T.ROAD, KOLKATA - 700 108

No. CAF/22-3/ 722
19 January, 2016

OFFICE ORDER

In supersession of all previous Office Orders regarding Air Travel, workers of the Institute are permitted to book their air tickets for official domestic and international travel directly from www.irctc.co.in, Air-India Website / Air-India booking office or through Govt. authorised travel agents namely M/s Balmer & Lawrie & Co., M/s Ashok Travel & Tours or through the Institute Travel Cell.

Travel by Airlines other than Air-India is permissible with due approval of the competent authority, only for places / sectors not connected by Air-India flights. Such bookings should also be made through the above mentioned agents or through the concerned airlines official website.

The workers are requested to travel as per their eligibility and by Air India only where the Institute bears the cost of air passage.

For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India up to the place up to which Air India connectivity is available and seek relaxation for the remaining sector. On International routes where Air India has code-share partner, the same must be utilised.

The workers who are not eligible for Air Travel should invariably arrange their tickets in advance to travel by Rail in their entitled class only.

All concerned are requested to strictly adhere to the guidelines as stated above. It is further informed that no deviation will be accepted in this respect. Accounts Section is advised to ensure strict compliance of the above at the time of releasing payment / adjustment of bills.


(Col S Chakraborty)

Chief Executive (Admn. & Finance)

- To :
1. All Heads of Divisions / Departments / Sections / Units etc. in Baranagar, Kolkata and all Outlying Offices/Centres/Branches for information and communication to the workers.
 2. Shri Sudip Chakraborty, Dy. CE (Finance)
 3. In-Charge, Travel Cell
 4. Chief Executive (Admn. & Finance)
 5. Director's Office