



National Institute of Educational Planning and Administration
(Deemed to be University u/s 3 of the UGC Act, 1956)
17-B, Sri Aurobindo Marg, New Delhi-110016

December 17, 2024

CIRCULAR

Subject: NIEPA Duty Tour Approval and Booking Requisition Guidelines 2024

1. Objective

To streamline the process for officials to obtain approval for duty tours and requisition for bookings by air or train travel.

2. Pre-Tour Planning

- a. **Purpose of Tour:** Clearly define the objectives of the duty tour. Include details about meetings, conferences, or training sessions and obtain the *in-principle* approval from the Competent Authority.
- b. **Justification:** Write a brief justification for the tour, highlighting its relevance to NIEPA's goals.
- c. **Duration:** Specify the dates of travel and duration of the tour.
- d. **Funding:** Provide a rough estimate of travel and accommodation costs and its funding source.
- e. **Travel Itinerary:** Prepare a draft itinerary, including locations to be visited and activities planned.
- f. **Budget:** The expenditure on transport should be within the approved budget head.

3. Documentation Required

- a. Fill the Duty Tour Application Form cum Requisition for Air/ Train/ Bus Booking, providing necessary details as per the format;
- b. Fill the travel requisition form, specifying mode of transport (air/train/Bus), travel dates, and preferred timings, duration of the programme and place of travel. Ensure maximum use of time at the office.
- c. For economy measures, the preferred entitled class of travel shall be economy or similar and through shortest route in case of air travel, unless otherwise approved by the Competent Authority.
- d. Copy of the *in-principle* approval of the tour as mentioned in point no.2 above and also the copy of invitation letter or copy of announcement/brochure of the relevant program for attending such conferences/seminars/workshop etc.
- e. Copy of online duty leave application applied by the travelling official.
- f. Submission of paper for review, if any to be presented in the conference/seminar/workshop etc. through offline and online both to the Establishment Section.
- g. Employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of the 3 ATAs only viz. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC), M/s Balmer Lawrie & Co. Ltd. (BLCL) and M/s Ashok Travels & Tours (ATT). Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.

Employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a given slot at the time of booking: -

- i. On the day of travel in the desired 3 hours slot of following time band-00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00.
 - ii. With provision of optimizing within a 10% price band, for convenience and comfort.
- h. The one-time registration is mandatory for booking of air tickets through the self-booking tool of the Institute provided by M/s Balmer Lawrie & Co. Ltd. Those who wish to avail the service is required to visit GA section (Travel-desk) for registration of Passenger on portal.
 - i. Any booking made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee approved by the supervisor.
 - j. Check-in, cancellation etc. after booking of ticket shall be done by the concerned himself by contacting the concerned airlines.
 - k. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee approved by the supervisor.

4. Approval Process

- a. **Submission:** Submit the complete application form along with the justification and budget estimate to your immediate supervisor. Format as per Annexure - A
- b. **Review:** The supervisor will review the application and forward it to the relevant department head for approval.
- c. **Final Approval:** The department head will give the final approval. Ensure to keep a copy of the approved application for record. In case of non-availability of department head, final approval shall be obtained from Hon'ble Vice-Chancellor.

5. Submission to General Administration/Establishment Department

- a. **Consolidation of Documents:** Include the approved duty tour application, travel requisition form and any additional required documents for the travel.
- b. **Forwarding:** Submit all documents to the Establishment Section for issuing the sanction order for duty leave and payment of TA/DA (including advance amount, if any). Payment of TA/DA shall be further subject to the funding source/type of programme.
 - i) In case, advance is required, sanction order be submitted to the F&A section for release.
 - ii) In case, air ticket is required to be booked through the travel desk at NIEPA, the sanction order with the prescribed ticket requisition form may kindly be submitted to the General Administration Section- Travel Coordinator.
- c. **Follow-up:** The concerned employee shall keep track of the status of the booking and follow up as needed.

6. Instructions for Travel via Taxi/Govt. Transport.

- a. Staff Car shall not be provided on holidays and after/before office hours. Staff Car should not be provided for pick up/drop off the employees from the Airport/ Railway Station or Bus terminal. The employees should use local taxi or other available mode of transport, which should be reimbursed as per rules by the F&A section. Exceptional cases shall be considered by the competent authority i.e., Registrar.
- b. Employee must prefer to travel through Government transportation wherever road connectivity is available within travelling points in the city.



7. Post-Tour Requirements

- a. **Travel Report:** After the completion of the tour, submit a brief report outlining the outcomes, learnings or any other as per the desirability of the tour.
- b. **Expense Reimbursement:** If the expenses are for official purpose, genuine and as per the relevant rules, the claim may be processed by the Finance & Accounts Section. TA bill along with boarding pass and any other supporting document to be submitted within fifteen days of the completion of the journey. The amount of ticket shall remain outstanding on the concerned employee till the submission of complete documents and will be settled as per rules.

8. General Guidelines

- a. **Timeliness:** Submit applications and requisitions at least 3-4 weeks prior to the planned travel to allow adequate processing time. In emergent circumstances, however, when an employee has to proceed on tour outside the state urgently, such notice shall invariably be sent one week in advance. Non-compliance of the instructions shall be viewed seriously.
- b. **Policy Compliance:** Adhere to all relevant NIEPA travel policies and guidelines throughout the process.
- c. **Communication:** Maintain clear communication with supervisors, travel agencies and the Establishment, General Administration and Finance Department to ensure a smooth process.
- d. **Change/ Cancellation:** The Change and Cancellation shall be made in advance and approval or post facto approval as per the circumstance to be submitted to the Establishment/General Administration Department and all such responsibility lies with the requisitioner (the concerned employee) and the supervisor.
- e. **All the requests** should be submitted through the Head of the Department/Section/Centre/Unit.

9. Contact Information of Travel Desk: For any queries or further assistance, please contact:

Travel Coordinator: Shri Rajesh Kumar
Primary Email: airticket@niepa.ac.in
Secondary Email: rajesh@niepa.ac.in
Phone: 8076528640 / 9540691992

This guideline shall help to ensure that all necessary steps are taken for timely approvals and efficient travel arrangements for duty tours.

This issues with the approval of the competent authority.


Registrar

To

1. All Faculty/ Staff through email
2. Sh. Rajesh Kumar, Travel Desk - Coordinator

Copy to:

1. Sr. PS to VC for information of Hon'ble VC please
2. PA to Registrar.
3. Finance Officer.
4. Administrative Officer.
5. All Department/ Section Heads.
6. System Analyst- with request to upload the circular on NIEPA website- Staff Corner.
7. Master file.



राष्ट्रीय शैक्षिक योजना एवं प्रशासन संस्थान

(मानित विश्वविद्यालय)

17-बी, श्री अरविन्द मार्ग, नई दिल्ली-110016

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Requisition for Air Ticket

Name & Emp. Code of the Indenter					
Designation and Pay Level					
Date of Birth (DD / MM / YYYY)					
Name of the Indenting Department					
Purpose					
OUTWARD JOURNEY					
Meeting / Programme:			Category : Economy/ Premier/ Business.		Date:
Name of Pax	Date of Journey	Preferable Flight No/ Train & Time	Sector	Mobile No.	E-mail ID
RETURN JOURNEY					
Meeting / Programme:			Category : Economy/ Premier/ Business.		Date:
Name of Pax	Date of Journey	Preferable Flight No & Time	Sector	Mobile No.	E-mail ID

Remarks (if any): _____

Enclosures:

Signature of the Indenter

Date:

Name and Signature of the Supervisor

Approval of Competent Authority

M. L. K.

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....