

No. MANUU/ER.I(B)/F.100/2018-19/905

15th October, 2018

CIRCULAR

It has come to the notice of the University that the payments towards purchase of Air tickets for various official tours/duties made from M/s. Balmer Lawrie & Co., Ltd., Hyderabad are held up due to cumbersome procedure adopted by the University in which such payments are linked with the TA claims of individual officials. Due to huge amount of outstanding bills, M/s. Balmer Lawrie & Co., Ltd., refusing to book tickets and categorically informed that they are not going to extend credit facility for the customers whose outstanding payment is pending for more than one month.

The matter was placed before the Vice-Chancellor and accordingly it has been decided to delink the process of payment of air-tickets from TA-Claims. Henceforth these Bills shall be processed soon after completion of the journey of the University officials and outside Experts/Dignitaries invited in the Meetings/Conferences/Seminars, etc., through a separate bill by the concerned Department/Section.

All the concerned are hereby requested for strict compliance of these instructions.


15/10/18
Registrar

Copy to :

1. All Deans of Schools of Studies
2. All Heads of Departments / Incharges (Teaching & Non Teaching)
3. All Directors of Centres
4. All Principals of CTEs / Regional Centres / Polytechnics's / Lucknow Campus / ASCW
5. Director I/c, DDE
6. Dean, Academics
7. Offices of the Vice-Chancellor/Pro Vice-Chancellor/Registrar
8. Finance Officer I/c
9. D.R., Finance & Accounts Section
10. Director, CIT - For uploading on the University website
11. Concerned File