



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Kanpur 208016, Uttar Pradesh, India
शैक्षिक विभाग
ACADEMIC SECTION

No. IITK/DOAA/2025-26/1816-B

February 17, 2026

OFFICE ORDER

Subject: Guideline for availing **Travel support and Contingency** under Fellowship for Academic and Research Excellence (FARE)

Note: *It is mandatory for all registered FARE Fellows to get prior travel approval if they would like to get supported through a DOAA/DORD/Department grant and also not undertake travel unless the application has been duly approved.*

Further, reimbursement of the above-mentioned support shall be subject to the following terms and conditions:

1. Eligibility:

- Fellows are entitled to claim **Travel support** and **Contingency support** until the completion of their fellowship tenure.
- The combined cap for Travel and Contingency is ₹ **1,50,000/-** for a full one-year duration of the fellowship.
- For appointments shorter than one year or resignation before completion, the cap shall be calculated **pro-rata** based on the actual duration of the fellowship.

2. Refund Clause:

- Fellows who have received support and contingency in excess of their pro-rata entitlement must refund the excess amount to the Institute.
- Clearance of *no-dues* is contingent upon settlement of such refunds by FARE fellow.

3. The application for financial support is to be submitted to the DOAA office along with an undertaking in the prescribed format at least one month in advance of the travel date. The application form should come with specific recommendations from the Thesis Supervisor and the Head of the Department. The student must apply well in advance in the prescribed format, downloadable from the DOAA website. Post-facto approvals for travel may not be permitted.

4. Once approved by the DOAA Office, financial support can be claimed for reimbursement upon submission of all the relevant documents in original, along with a copy of the certificate of participation in the conference. The claim will be processed by the Institute's Accounts Section.

5. Period for consideration for reimbursements:

- **For travel within India, the fellows are eligible for Daily Allowance (DA)** only for the duration of the event, with coverage extending to a **maximum of one day prior and one day after the event dates**, provided the scholar is in transit on those days.

- **For travel outside India, the fellows are eligible for Daily Allowance (DA)** only for the duration of the event, with coverage extending to a **maximum of two days prior to and two days after the event dates**, provided the scholar is in transit on those days.
- Travel advance, whether for travel within India or abroad, may be sanctioned up to 80% of the approved amount.

(a) For travel within India, the scholars are eligible for the following rate

| Mode | Max. Daily allowance (DA) to cover hotel, meal , local conveyance and other incidental expenses - ON PRODUCTION OF ACTUAL RELEVANT BILLS ONLY |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Train (AC-II / AC-III / CC) Flight (economy) | INR 7500 or actual bills whichever is lower |

Registration Fees: On actual basis

No DA is permissible if full hospitality (accommodation & food) is provided by the organizers/host institute.

(b) For International travel, the scholars are eligible for the following rates:

| Mode | Max. Daily allowance (DA) to cover hotel, meal , local conveyance and other incidental expenses- ON PRODUCTION OF ACTUAL RELEVANT BILLS ONLY | |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Train (AC-II / AC-III / CC) Flight (economy) | Asian (excluding Japan) and African countries | USD 100 or actual bills whichever is lower. |
| | Europe / US / Australia / Japan / South America. | USD 150 or actual bills whichever is lower |

Registration Fees:- On actual basis

No DA is permissible if full hospitality (accommodation & food) is provided by the organizers/host institute.

6. Documents for Travel Reimbursement: -

- Registration expenses on actual basis
- Airfare (Economy Class only) along with the boarding passes
- Train Fare (AC-II / AC-III / CC)
- Visa Fees & expenditure related to Visa Travel
- Other admissible travel related costs
- Copy of Certificate of Participation

Please Note –

- *No reimbursement will be made for visiting tourist places, museum, purchasing items of personal nature etc.*
- *No expenditure made in cash will be reimbursed. It is advised to kindly make the payments digitally so that in case where the auto bills etc are not available, the screen shot of the payment may be attached*

7. Former FARE Fellows of the Institute are not eligible for this financial support.

8. Eligible registered FARE Fellows availing travel support are advised to follow the instructions issued by the Institution's prevailing norms on booking of Air/Train tickets. The guidelines for booking of Air tickets are mentioned in Annexure-1 (As per Office Memorandum No. 19024/03/2021-E.IV issued by Ministry of Finance, Government of India).

9. Subsequent to the participation, the student should submit the reimbursement claim to the Accounts Section with all the relevant supporting documents in original. The reimbursement should be claimed soon after the return, and **not later than two weeks after completion of the travel.**

10. Travel Related to Visa Appointments:

- Prior leave approval from the competent authority and a valid No Objection Certificate (NOC) are mandatory.
- **If TA / DA is to be claimed for travel related to Visa Appointments only**, prior travel approval needs to be taken from concerned authorities.

11. GST number of Account Section i.e. **09AAAJI0169A1ZN** should be mentioned (wherever applicable).

This order shall be effective from the date of issuance only. No retrospective application or consideration shall be entertained in any circumstances.

This office order supersedes the earlier order No. IITK/DOAA/2025-26/1816 dated February 04, 2026 and IITK/DOAA/2024-25/1810-B dated February 04, 2026.

This order is issued with the approval of the competent authority.



Dean, Academic Affairs

Copy to:

- 1) Directorate Office, IIT Kanpur
- 2) Deputy Director, IIT Kanpur
- 3) All Deans, IIT Kanpur
- 4) Heads of Departments/IDPs, IIT Kanpur
- 5) Joint Registrar (AA), IIT Kanpur
- 6) Webmaster, IIT Kanpur
- 7) Finance and Accounts, IIT Kanpur

Annexure-1



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR DIRECTORATE

No. DIR/IITK/2022/OO-14
February 24, 2022

OFFICE ORDER

Reference: OM 19024/03/2021E.IV dated 31/12/2021 and 16/02/2022 (MoF) and F.No. 29-8/2022-IFD dated 10/01/2022 (MoE)

Subject: Modified rules regarding booking of tickets for air travel using government grants

Apropos to the privatization of Air India, the Government of India has modified the rules concerning booking of air tickets using government grants. The new guidelines are as given below:

1. Official air travel, both domestic and international, on government grants (including CPDA) can be made in private airlines.
2. Tickets should be purchased only through the following travel agencies:
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

The above guidelines are to be followed for LTC travel and for travel on project grants where GFR17 is applicable.


S. Ganesh
Deputy Director

Copy to:

1. Director
2. All Deans
3. All HODs /Section (s)/ Unit (s)
4. Registrar
5. Dy. Registrar (F&A)
6. Dy. Registrar (Admin)
7. SE, IWD

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 16th February, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel on Government account.

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.

3. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

F.No.29-8/2022-IFD
Government of India
Ministry of Education
Department of Higher Education
(Integrated Finance Division)

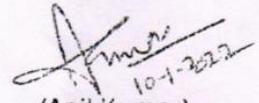
Dated 10th January, 2022

Sub: Modification of instructions regarding Booking of Air Tickets on Government Account
- Reg.

In view of the decision of the Government for disinvestment of Air India, Department of Expenditure, Ministry of Finance has issued modified instructions vide O.M.No.19024/03/2021-E.IV dated 31st December, 2021 with regard to booking of Air Tickets for air travel wherein the Government of India bears the cost of air passage.

2. These instructions shall be effective from 01.01.2022. Therefore, all BHs of the Department of Higher Education are requested to bring the modified instructions of the DcE (copy of the O.M enclosed) to all the Autonomous/Statutory Bodies, agencies under their control for strict compliance.

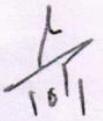
Encl : as above


(Anil Kumar)
Director (Fin)

All Bureau Heads, D/o Higher Education

Copy for information to : i) PPS to Secretary (HE)
ii) Sr.PPS to JS&FA

All Div / DS


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DS (TE/TE)


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No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the '**Best available fare**' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.
9. These orders shall be effective from **01.01.2022**.
10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.