



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

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

**February 04, 2026**

**OFFICE ORDER**

**Subject:** Guideline for availing Travel support 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/PMRF/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. The registered FARE Fellows can claim travel support till they complete the tenure either by resignation or by full 1 year term whichever is earlier.
2. 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.
3. Once approved by the DOAA Office, the 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.
4. All travel-related allowances, including registration fees, airfare (economy class), train fare (AC-II / AC-III), visa fees, and other admissible travel-related expenses, shall be reimbursed only upon obtaining prior approval for travel support.
5. Former FARE Fellows of the Institute are not eligible for this financial support.
6. 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-2.
7. 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.
8. Travel approval is not required solely for attending visa appointments. However, prior leave approval from the competent authority and a valid No Objection Certificate (NOC) are mandatory. Reimbursement claims shall be processed only upon compliance with these requirements.
9. Travel advance, whether for travel within India or abroad, may be sanctioned up to 80% of the approved amount.

**(1) For travel within India, the students/fellows are eligible for the following rates:**

- Per diem allowance may be claimed 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.

**Domestic Travel – Hotel Expenses (India)**

Hotel Reimbursement	• FARE: ₹ 2,800 or Actual bills, whichever is lower
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**Domestic Travel – Food / Daily Allowance**

Allowance type	• FARE: ₹ 1,100
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**Local Conveyance (India)/ Local Travel within City**

Eligibility	• FARE: ₹ 400 / day or actual bills/self- certified claim, whichever is lower. The self-certified claim should clearly indicate the period of travel, vehicle number, etc.
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**(2) For international events or conferences, reimbursement of expenses shall be made either on an actual basis or as per the applicable daily allowance, whichever is lower, and shall be subject to the approval of the Competent Authority.**

- FARE Fellows shall be eligible to claim allowances **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**.
- **International Travel – Daily Allowance (Financial Ceiling):** The applicable daily allowance shall be governed by the **Government of India, Ministry of External Affairs (FD Section)** Office Order No. **Q/FD/695/03/2000**, dated **25 September 2023**. The detailed rates are provided in **Annexure-I**.

Country list as per Annexure-I	• FARE: As per rate / day
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No allowance is permissible if full hospitality is provided by the organizers/host institute. If the organizers reimburse boarding and lodging expenses, then no allowance is admissible.

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

**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-I

### Daily Allowance Rates 2023

### ANNEXURE I

S.No.	Country	Daily Allowance (D.A)
1	Afghanistan	125
2	Albania	125
3	Algeria	125
4	American Samoa	100
5	Angola	125
6	Anguilla	125
7	Antigua	125
8	Argentina	125
9	Armenia	125
10	Australia	150
11	Austria	150
12	Azerbaijan	125
13	Aruba	125
14	Bahamas	125
15	Bahrain	125
16	Bangladesh	100
17	Barbados	125
18	Belgium	150
19	Belize	100
20	Belarus	125
21	Benin	100
22	Bermuda	125
23	Bhutan	100
24	Bolivia	125
25	Botswana	125
26	Bosnia Herzegovina	125
27	Brazil	125
28	British Virgin Islands	100
29	Brunei	150
30	Bulgaria	125
31	Burkina Faso	100
32	Burundi	100
33	Cameroon	100
34	Canada	150
35	Cape Verde Islands	100
36	Cayman Islands	100
37	Central African Republic	100
38	Chad	100
39	Chile	125
40	China	150
41	Colombia	125
42	Comoros	100
43	Congo	100
44	Cooks Island	100

S.No	Country	Daily Allowance (D.A)
45	Costa Rica	125
46	Croatia	125
47	Cuba	125
48	Cyprus	150
49	Czech Republic	125
50	Denmark	150
51	Djibouti	100
52	Dominica	125
53	Dominican Rep.	125
54	Ecuador	125
55	Egypt	125
56	El Salvador	125
57	Eritrea	100
58	Equatorial Guinea	100
59	Estonia	125
60	Ethiopia	100
61	Fiji	150
62	Finland	150
63	France	150
64	French Guyana	125
65	Gabon	100
66	Gambia	100
67	Gaza(PNA)/Ramallah	125
68	Georgia	125
69	Germany	150
70	Ghana	100
71	Gibraltar	150
72	Greece	150
73	Grenada	125
74	Guadeloupe	125
75	Guam	100
76	Guatemala	125
77	Guinea	100
78	Guinea Bissau	100
79	Guyana	125
80	Haiti	125
81	Honduras	125
82	Hong Kong	150
83	Holy See(Vatican)	150
84	Hungary	125
85	Iceland	150
86	Indonesia	125
87	Iran	125
88	Iraq	125

89	Ireland	150
90	Israel	125
91	Italy	150
92	Ivory Coast	100
93	Jamaica	125
94	Japan	150
95	Jordan	100
96	Cambodia	125
97	Kazakhstan	125
98	Kenya	100
99	Kiribati	100
100	Korea (North)	100
101	Korea (South)	150
102	Kuwait	125
103	Kyrgyzstan	125
104	Laos	100
105	Latvia	125
106	Lebanon	100
107	Lesotho	100
108	Liberia	100
109	Libya	100
110	Lithuania	150
111	Luxembourg	150
112	Macao	150
113	Madagascar	100
114	Malawi	100
115	Malaysia	125
116	Maldives	100
117	Mali	100
118	Malta	150
119	Martinique	125
120	Macedonia	125
121	Mauritania	100
122	Mauritius	100
123	Mexico	125
124	Micronesia	150
125	Moldova	125
126	Monaco	100
127	Montenegro	125
128	Mongolia	100
129	Montserrat	125
130	Morocco	100
131	Mozambique	100
132	Myanmar	100
133	Namibia	125
134	Nauru	100

135	Nepal	100
136	Netherland	150
137	Netherland Antille	125
138	New Caledonia	100
139	New Zealand	150
140	Nicaragua	125
141	Niger	100
142	Nigeria	100
143	Niue	100
144	Norway	150
145	Oman	125
	Pacific Islands(Trust Territory)	
146		125
147	Pakistan	100
148	Panama	125
149	Papua New Guinea	150
150	Paraguay	125
151	Puerto Rico	125
	Principality of Liechtenstein (Valduz)	
152		150
153	Peru	125
154	Philippines	125
155	Poland	125
156	Portugal	150
157	Qatar	125
158	Reunion	100
159	Republic of Palau	125
160	Republic of Slovenia	150
161	Republic of San Marino	150
162	Romania	150
163	Russian Federation	125
164	Rwanda	100
165	Samoa	100
166	Sao Tome & Principe	100
167	Saudi Arabia	125
168	Senegal	100
169	Serbia	125
170	Seychelles	125
171	Sierra Leone	100
172	Singapore	125
173	Slovak Republic	125
174	Solomon Islands	100
175	Somalia	100
176	South Africa	125
177	South Sudan	100
178	Spain	150
179	Sri Lanka	100
180	St. Kitts & Nevis	100

181	St. Lucia	100
182	St. Vincent & Grenadines	100
183	Sudan	100
184	Suriname	125
185	Swaziland	100
186	Sweden	150
187	Switzerland	150
188	Syria	125
189	Tajikistan	125
190	Tanzania	100
191	Thailand	125
192	Togo	100
193	Tonga	100
194	Trinidad & Tobago	125
195	Tunisia	100
196	Turkey	150
197	Turkmenistan	125
198	Turks & Caicos	125
199	Tuvalu	100
200	Uganda	100
201	U.A.E.	125
202	U.K.	150
203	U.S.A	150
204	Ukraine	125
205	Uruguay	125
206	US Virgin Islands	100
207	Uzbekistan	125
208	Vanuatu	125
209	Venezuela	125
210	Vietnam	100
211	Yemen	100
212	Wallis & Futuna Islands	100
213	Democratic Republic of Congo	100
214	Zambia	100
215	Zimbabwe	125

## Annexure-2



### 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

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North Block, New Delhi.  
Dated the 16<sup>th</sup> 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 10<sup>th</sup> 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 31<sup>st</sup> 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)  
10-1-2022

All Bureau Heads, D/o Higher Education

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

All Div IPS

16/1

12/1/22  
50 (c)

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North Block, New Delhi.  
Dated the 31<sup>st</sup> 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.