



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि. अनु. आ. अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

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Ref. No. RO/Circular/Travel Desk/2022 -23/ 3486

31 August 2022

CIRCULAR

The Institute has signed an MOU with **M/s. Balmer Lawrie** (A Public Sector Enterprise under the Ministry of Petroleum and Natural Gas, Govt. of India), one of the largest Corporate Travel Management Companies in India, which provides end-to-end domestic and international travel, ticketing, and tourism services, for providing the following services:

1. International and Domestic Air-ticketing
2. Travel Insurance
3. Special Domestic/ International Tour Packages
4. VISA
5. Forex
6. Hotel booking

The Institute will now onwards centrally provide the facility of procurement of air tickets for all the official tours of Institute employees as well as guests such as external examiners, experts for various bodies like BOS Members, and Invitees for guest lectures for the Seminar, Symposium, Workshops, etc., organized in the Institute.

Mrs. Nidhi Jaiswal, Assistant Registrar (Legal), is hereby nominated as the Nodal Officer (Travel Desk), who will be assisted by Mr. Arun Khandelwal, Accounts Officer, BIT Mesra.

Similarly, all Heads of the Departments/Sections and Director/Director (In-charges) of Off-Campuses are hereby requested to nominate a suitable faculty/staff member who shall be responsible for coordinating with the Nodal Officer (Travel Desk) for air-ticket booking and other services for their respective Department/Section/Off-Campus. The names along with contact details of such faculty/staff members shall be intimated to the Nodal Officer (Travel Desk).

All stakeholders are requested to forward the travel plans duly approved by the Competent Authority at **Mob. +91 9430764853** and **email-id traveldeskb@bitmesra.ac.in**. The Nodal Officer (Travel Desk) shall be responsible for arranging the air tickets and other services from the agency so as to avail maximum benefit of economies of scale.

It may be ensured that all such travels be planned well in advance (i.e., *at least 15 days prior*) to avoid steep flight fares. However, in the case of a short notice period, requisite approval shall have to be obtained from the Competent Authority citing the reasons.



Registrar

Copy to:

1. All the employees
2. All Notice Boards
3. PS to VC
4. Md. Harun Rashid, Business Development Officer, (email-rashid.h@balmerlawrie.com)
5. Mr. Surajit Basu, Manager Sales & Business Devl. (East & South) (basu.s@balmerlawrie.com)
6. File