

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION  
AND INFORMATION RESOURCES  
DR. K.S. KRISHNAN MARG, NEW DELHI-110012  
14, SATSANG VIHAR MARGNEW, DELHI-110067

19(AT.)/G-2011

7th July, 2015

**OFFICE MEMORANDUM**

In continuation of Office Memorandum of even no. dated 13th September, 2011 Acting Director, NISCAIR has been pleased to nominate Mrs. Sushma Chaudhary, PS as Nodal Officer for booking of Air Tickets pertaining to all official journeys to be undertaken by NISCAIR Officials from M/s Ashoka Travels & Tour Travel Agent. In the absence of Mrs. Sushma Chaudhary, Mrs. Shalini Bhatnagar, PA to AO will act as Nodal Officer for the above work.

The TOR will be as follows:

1. All the official will make booking for official journeys only. This office will not be responsible for making payment for the booking made for private journeys.
2. The authorized official will be required to provide weekly information to General Section of all the bookings/cancellation of ticket(s) in respect of the bookings made by them.
3. They shall submit the bill(s) duly certified, to the General Section **within 2 days** of completion of journey for arranging payment. While submitting the bill to the Gen. Section a copy of the approved tour programme and approval of the competent authority to any relaxation in terms of mode of travel, travel by Airline/higher class than the entitled one etc should invariably be enclosed.
4. Tickets are to be booked only after prior sanction/approval of the tour programme by the competent authority. In case of the cancellation, the bill be sent duly certified by the concerned officer along with a certificate for canceling the ticket in public interest by the tour sanctioning authority.
5. Cancellation charges for the tickets booked without obtaining approval of the competent authority will be borne by the concerned official.
6. All bookings/cancellations have to be confirmed through Fax/Email to the M/s Ashoka Travels & Tour by the authorized official with a copy to the Gen. Section for information.
7. **In case of delay in submitting the bill(s) to Gen. Section within the specified time as above, interest to be charge by the Travel Agency shall be the sole responsibility of authorized official/concerned user and the payment to the Travel Agent will be outstanding in the name of concerned user.**

*Bl B*  
( Neena Seth )  
Section Officer

1. Concerned Persons
2. PA to AO
3. PA to F&AO
4. PS to Director
5. All notice Boards – both the locations
- ✓ 6. Head, IT- for posting on NISCAIR Website
7. Rajbhasha Unit for Hindi Translation