



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

संख्या.एएआई/सीएसीटी/स्थापना/3-1/ 5130-43

दिनांक 05/02/2021
08

परिपत्र संख्या: 02 / 2021

विषय: ट्रैवल डेस्क से हवाई जहाज टिकट (Air-Tickets) बुकिंग करने के संबंध में।

उपरोक्त विषय के संदर्भ में निगमित मुख्यालय के पत्र संख्या: AAI/ CHQ / ADMIN/ 2020/NVP दिनांक 5 जनवरी 2021 में निहित निर्देशानुसार एवं क्षेत्रीय मुख्यालय नई दिल्ली से प्राप्त पत्र संख्या:AAI/RHQ-HR/Travel-Desk/1/2021-TD/71-111 दिनांक 21/01/2021 के संदर्भ में सूचित किया जाता है कि सीएटीसी इलाहाबाद में कार्यरत कर्मिकों एवं प्रशिक्षणार्थियों के सरकारी दौरा/ ट्रेनिंग/ ट्रांसफर पर हवाई जहाज से टिकट बुकिंग (Travel Desk) से संबंधित कार्य मो. दानिश, कनिष्ठ कार्यपालक (मानव संसाधन) द्वारा निष्पादित किया जाएगा, जिसके लिए निम्न दस्तावेज प्रस्तुत करने होंगे।

1. Tour approval & travel itinerary approved by ED/Principal on recommendation by concerned HOD.
2. TRF form verified & approved by HR.(Form Enclosed)

उक्त के संबंध में सभी कर्मिकों से अनुरोध है कि अनुमोदित यात्रा मांग फार्म (TRF) एवं दौरा आदेश संलग्न कर क्षेत्रीय मुख्यालय नई दिल्ली द्वारा बनाए गए ट्रैवल डेस्क पर ई-मेल से हवाई जहाज टिकट बुकिंग करने के लिए स्वयं भेजना होगा। जिसका विवरण निम्नवत है:-

Nodal Officer : Sh. Parmod Ku. Jain, Sr. Manager (HR)
Tel No.011-25652447 Ext.4018

For Booking of Air Ticket : Sh. Ravinder Kr. Khetarpal, AM (HR)
011-25652447 Extn. 1137, 011-25653242
: Rajesh Kumar, SS (HR)
011-25652447 Extn.1060

E-mail ID : traveldesknr@aai.aero

(अमरेंद्र कुमार चौधरी)

वरिष्ठ प्रबंधक (राजभाषा/ मानव संसाधन)

कृते प्रधानाचार्य

वितरण:

- सभी विभागाध्यक्ष/सभी सूचनापट्टा।
- ✓➤ HOD IT- for uploading on CATC website.

प्रतिलिपि: निजी सचिव प्रधानाचार्य जी को सूचनार्थ।

नागर विमानन प्रशिक्षण कालेज,
बमरौली, इलाहाबाद – 211012

CIVIL AVIATION TRAINING COLLEGE
BAMRAULI, ALLAHABAD – 211012
ई-मेल / E-mail: edcatc@aai.aero

दूरभाष / PHONE: 0532-2580435
फैक्स / FAX: 0532-2580441



**AIRPORTS AUTHORITY OF INDIA
CIVIL AVIATION TRAINING COLLEGE
BAMRAULI ALLAHABAD-211012**

Travel Requisition Form (TRF)

EMPLOYEE DETAILS

Region : CATC Gender :

Employee No. : Age :

Name : Basic Pay :

Designation : Level :

Mobile No. : Email Id :

Department :

Purpose of Travel
(Tour/Training/Transfer/Others) :

Tour Approval & related documents attached:

TRAVEL DETAILS

Date & Day of Travel	From	To	Airline Name & Flt No.	Dep. Time	Remarks

Remarks (If any) :

Submitted By
(Employee Sign.)
Date:

Verified by
(HR, Department)
Date:

Approved by
(HR, Department)
Date:



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Date : 21/01/2021

AAI/RHQ-NR/Travel-Desk/1/2021-TD/74- 111

The Airport Director

Amritsar/Jaipur/Lucknow/Srinagar/Varanasi/Adampur/Agra/Prayagraj/Aligarh ACS/Bhatinda/Bareilly/ Bikaner/
Chandigarh/Dehradun/Farrukhabad/Gorakhpur/Gwalior/ Jaisalmer/Jammu/ Jodhpur/ Kangra/
Kishangarh/Kanpur/Khajuraho/Kota/KulluManali/Leh/Ludhiana/Pantnagar/Pathankot/ Pratapgarh/Safdarjung/
Sikandarabad ACS/ Shimla/ Srinagar/Udaipur/Hissar/Hindon/ Pithoragarh/ Khushnagar/Chitrakoot

Sub : Formation of Travel Desk [for Booking of Air Tickets] at RHQ-NR, Delhi

Sir / Madam,

Please refer to CHQ letter No. AAI/CHQ/Admin/2020/NVP dated 05/01/2021, on the above subject [Copy enclosed for ready reference].

In order to streamline the process of Air Travel Booking System and to facilitate the officials of RHQ NR and the Stations under RHQ NR, a Travel Desk has been established at AAI RHQ NR, Delhi to make the booking of Air Tickets, for the officials while on tour/training/transfers. The details of the aforesaid Travel Desk are as under :-

Nodal Officer : Sh. Parmod Kr. Jain, Sr. Manager [HR]
Tel. No. 011-25652447 Extn. 4018

For Booking of Air Ticket

Sh. Ravinder Kr. Khetarpal, AM [HR]
011-25652447 Extn. 1137, 011-25653242

Sh. Rajesh Kumar, SS [HR]
011-25652447 Extn. 1060

E-mail Id : traveldesknr@aai.aero

All the officials of RHQ NR / respective Stations under RHQ NR, may send their itinerary / Tour approval Plan [To & Fro] duly approved by the Competent Authority on traveldesknr@aai.aero for booking of Air Tickets as per the Travel Format [TRF], attaching therewith.

Yours faithfully

Sushil Kumar Gupta
21/01/2021
[SUSHIL KUMAR GUPTA]
GENERAL MANGER [HR]

Encd: as above.

Internal Distribution :-

- All HoDs at RHQ NR
 - PS to RED NR
- for information pls.

Copy for information to :-

- Executive Director [Admn.], AAI CHQ



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

05th January, 2021

F. No: AAI/CHQ/ADMIN/2020/NVP

To
The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER

The Airport Director
Airports Authority of India
Kolkata / Chennai

The Principal
CATC Allahabad

The Executive Director (FIU)
Airports Authority of India
New Delhi

The Executive Director (RCDU)
Airports Authority of India
New Delhi

The General Manager (CRSD)
Airports Authority of India
New Delhi

The Director
IAA (NIAMAR), New Delhi

The General Manager
E&M Workshop, AAI
New Delhi

Subject: Empanelment of Travel Agency - req.

Sir,

In continuation to this office letter on even number dated 16.06.2020 and subsequently dated 07.08.2020 on the subject mentioned above.

2. In this connection, The Competent Authority has approved the empanelment of travel agency for a period of 15 months for providing the travel related services to AAI officials while on tour /training etc. The details of the travel agencies are as under: -

1. **M/s Balmer Lawrie & Co. Ltd.** having its registered address at NBCC Centre, 1st Floor, Plot.No-2, Okhla, Phase-1, Delhi - 110020

- i. Corporate Headquarters, New Delhi
- ii. Regional Headquarters, Northern Region
- iii. Regional Headquarters, Eastern Region
- iv. Regional Headquarters, North Eastern Region

2. **M/s Ashok Travels & Tours**, having its registered address at Room No 423, 4th Floor, Core 8, SCOPE Complex, Lodhi Road, New Delhi-110001.

- i. Regional Headquarters, Western Region
- ii. Regional Headquarters, Southern Region

3. The copy of Model MoU signed for CHQ is attached herewith. Similarly, separate MoU are being signed for each booking location.

राजीव गांधी भवन
Rajiv Gandhi Bhawan

सफदरजंग हवाई अड्डा नई दिल्ली-110003
Safdarjung Airport, New Delhi-110003

दूरभाष : 24632950
Phone : 24632950

Vid

4. The details of the representatives of agencies are as mentioned for co-ordination and further necessary action for the purpose.

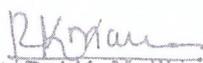
1. M/s Balmer Lawrie & Co. Ltd.

- Shri Neerav Gupta, Head- Sales (Mob. 9818187245)
- Shri Hemant Sharma, Dy. Manager (Mob. 9940068471)

2. M/s Ashok Travels & Tours

- Ms. Janvi Mehta, (Mob.9867674824)
- Shri Monimoy Bhattacharyya, Manager (Mob.9831215168)

5. The detailed SOP for booking of tickets is attached herewith vide Annexure 'A'.


(Capt. Raj K. Malik)

Executive Director (Admn. /HR)

Enclosed: (1) SOP as Annexure 'A'.

(2) Copy of model MoU signed for CHQ

Distribution:

- OSD to Chairman
- JGM/DGM (ES) to Member HR/Ops./Plg./ANS/Fin./CVO
- ED (Fin.I) /ED(Fin.II), ED (HR)-1/Jt.GM(MS).
- GM (IT)- for uploading on website.
- GS, AAEU /IAKU/AAIEG/GS, ATCG (I)/GS,AAISC/STE WA/GS,AAI SC/ST/OBC (NE)EWA
- All Notice Boards

Annexure – 'A'

Sub: Standard Operating Procedure for travel Desk

Airports Authority of India has awarded the Contract for Travel Management Services to AAI officials across India.

In order to ensure seamless transition from present system of Air ticket booking to newly introduced travel portal, a SOP is given below for circulation and necessary information to all officials.

- I. Nodal Officers will be nominated at each Regional Headquarters i.e. Northern Region, Western Region, Southern Region, Eastern Region and North Eastern Region units to look after the travel bookings of all the Airports in the Region. CHQ also will have separate Nodal Officer for CHQ Bookings.
- II. The travelling official will send the filled Travel Requisition Form (TRF) (Copy attached) duly approved by the Competent Authority to the nominated Nodal Officers. The TRF shall be submitted well in advance as per the prevailing guidelines.
- III. The official while deciding the itinerary shall take care & keep flexibility of two hrs time so that minimum fare ticket can be issued in that time zone.
- IV. The Nodal Officer will verify the TRF along with the approval received from the travelling official. After verifying, the same request will be forwarded to Agency's representative for booking of Air ticket.
- V. Subsequently, Agency's representative will issue the ticket to the traveller through Email along with a copy to Nodal Officer for information.
- VI. Agency will submit bills on fortnightly basis to the Nodal Officers in the respective RHQ/CHQ as the case may be. After checking, Nodal Officer will post the above bill details in the SAP Module, for payment action, within 5 days of time from the receipt of the bills. Accordingly, Finance Directorate will make the payment within 7 days of time from the posting of bills.
- VII. In case of any cancellation / rescheduling of booked tickets, Travel Agency will issue credit note to AAI within 7 working days from the cancellation / rescheduling of ticket. On the basis of credit note, the amount will be adjusted into the next billing cycle.
- VIII. Payments will be made to the travel agency from the respective account of RHQ unit along with GST reconciliation for obtaining input tax credit.
- IX. Bill and payment related issues will be reconciled on monthly basis with the agency.

Rkm

3/10