



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)  
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042

No.F.1/2-791/2019/Estt./DTU/2232

Dated: .12.2024  
03/01/2025

## CIRCULAR

It has been observed that some of the faculty and staff members are booking their Air Ticket through 3<sup>rd</sup> party travel agencies/agents, which create problem in processing and settlement of the claims.

Therefore, all the faculty members/officers/officials are hereby requested to adhere the following circulars and book their tickets accordingly. No other travel agency is allowed by whatsoever the reason, for booking of tickets for above said purposes as notified by Govt. of NCT of Delhi from time to time.

1. **For official tour (Both domestic and international travel):-** For booking of Air Tickets, DTTDC is the only authorised travel agency as endorsed by Govt. of NCT of Delhi vide office order No. f.20/25/2021/Finance (Policy)/2191-2200 dated 27.06.2022.
2. **For LTC purpose:-** For booking of tickets, DTTDC is also an authorised travel agency in addition to three authorised travel agents i.e. (IRCTC, M/s Blamer Lawrie & M/s Ashok Travels) as notified vide office order No.19024/03/2021-E.IV dated 16.06.2022.

  
(Prof. Madhusudan Singh)  
Registrar

No.F.1/2-791/2019/Estt./DTU/2232

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03/01/2025

Copy to:-

1. PA to VC for kind information to Hon'ble Vice Chancellor DTU;
2. PA to Registrar for kind information to the Registrar DTU;
3. PA to COF for kind information to the Controller of Finance, DTU;
4. All HoDs/Branch In-charge: for vide circulation in their Departments/Branches(s)
5. Director, East Delhi Campus, DTU;
6. Head, Computer Center: with the request to upload the same on university website.
7. Drawing & Disbursing Officer (DDO);
8. Guard File.

  
(Dr. R. Kaushik)  
Dy. Registrar (Estt.)