

6 माइल, सामदुर, तादोंग -737102
गंगटोक, सिक्किम, भारत
फोन-03592-251212, 251415, 251656
टेलीफैक्स -251067
वेबसाइट - www.cus.ac.in



सिक्किम विश्वविद्यालय
SIKKIM UNIVERSITY

6th Mile, Samdur, Tadong -737102
Gangtok, Sikkim, India
Ph. 03592-251212, 251415, 251656
Telefax: 251067
Website: www.cus.ac.in

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

SU/FIN/F-3/2019/159/Vol-I/1630

Dated 24th January 2020

Office Order - 39 /2020

Vide Office Order No. 284/2019 dated 04.09.2019, the University started booking of air tickets on all official purposes from M/s Balmer Lawrie & Co. Ltd. in compliance to the Govt. of India norms. However, the requisition form notified thereof was not upto the mark and hence it stands withdrawn. Accordingly, a new Air Ticket Requisition Form has been prepared and is enclosed herewith. All faculty members, officers and staff are required to send their requisition for air ticket booking in the enclosed form henceforth. Bookings without Air Ticket Requisition Form shall not be entertained.

Distribution:

- 1) PS to VC for kind information of the Vice-Chancellor
- 2) PS to Registrar
- 3) Finance Officer
- 4) Controller of Examinations
- 5) Librarian
- 6) All Deans of Schools of Studies
- 7) Dean, Students' Welfare
- 8) All HoD(s)/In-charge(s) of the Department
- 9) All faculty members, officers and staff - by email
- 10) System Analyst - for necessary uploading in the website
- 11) Office Copy
- 12) Guard file

Tej K. Kaul
(T.K. Kaul)
Registrar
कुलसचिव
Registrar
सिक्किम विश्वविद्यालय
Sikkim University