



भारतीय राजमार्ग अभियन्ता अकादमी  
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)  
**Indian Academy of Highway Engineers**  
(Ministry of Road Transport and Highways, Govt. of India)

IAHE/Admin/07/Estt./2020-21

Dated 18<sup>th</sup> July 2023

**OFFICE MEMORANDUM**

Subject: Course Fee and Other Expenses for attending Training Programs in the Annual Training Calendar of IAHE.

The undersigned is directed to refer to IAHE's Office Memorandum of even no. dated 16.03.2023 (copy enclosed) on the subject mentioned above and to state that many participants attending the calendar training programmes conducted by IAHE do not adhere to the existing instructions regarding purchase of air tickets through authorized agents rather purchase from non-authorized travel agents/direct airlines for claiming reimbursement. Besides, it has been observed that some participants come to attend the training through their own car/taxi from the places well connected with rail/bus and claim for road mileage, which causes hindrances at the time of according approval and ultimately, IAHE compel to restrict their claim as per exist rules.

2. Accordingly, henceforth while submitting TA claim, following are required to be ascertained by the participants:-

(I) Air tickets should be purchased from the three Authorized travel agents viz (I) M/s Balmer Lawrie & Company limited, (ii) M/s Ashok Travels & Tours, and (iii) IRCTC on the basis of best available fare.

(II) The return journey tickets must be purchased at the time of commencement of journey.

(III) Road Mileage ceiling of @ Rs. 20 per km will be provided for local journey up to 50 km or journey on tour from residence/academy to airport/railway station/bus stand and back subject to the submission of bills.

(IV) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

(V) If the journey places are not connected with rail, travel by AC/Deluxe/ordinary bus is allowed and actual fare will be reimbursed. However, in exigencies, the journey by own car/non-AC taxi between two stations may be allowed on case to case basis on health grounds and other pertinent facts of the case, with the prior approval of Director IAHE, for which road mileage ceiling of @ Rs. 20 per km will be reimbursed.

2. This issues with the approval of Director, IAHE.

*Rakesh Kumar*

(Rakesh Kumar)  
Deputy Director (Admn.& Finance)  
Email [rakesh.kumar1@nic.in](mailto:rakesh.kumar1@nic.in)

To,

1. All training coordinators in IAHE. It is requested to convey the above to all the participants along with the training circular in advance.
2. All training assistants.
3. Website of IAHE for information to all participants.

कृपया ध्यान दें: सभी पत्राचार केवल निदेशक को पदनाम द्वारा संबोधित किए जाएं।/Please note: All correspondence should be addressed to the Director by designation only

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