



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय

**IIT** INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय  
(सामान्य प्रशासन)

**Office of the Registrar  
(General Administration)**

Ref. No. IIT(BHU)/GAD/3(85)/Balmer Lawrie/Gen./963

Date: 02.02.2026

**NOTICE**

This is to convey that a Help Desk of M/s Balmer Lawrie & Co. Ltd. has been established on the south side of the Shreenivas Deshpande Library Building (**opposite to the Administrative Block**) of the Institute to facilitate official travel related services of the Institute.

The Help Desk shall provide services related to International Ticketing, Domestic Ticketing, Visa, Travel Insurance, Hotel and any other travel related services as per Institute norms. The particulars for this helpdesk is given below:

**Timing of the Help Desk:**

- **Monday to Saturday:** 10:00 A.M. to 06:00 P.M.
- **Lunch Break:** 01:00 P.M. to 02:00 P.M.
- **Weekly Off:** First and Third Saturdays and all Sundays
- **Gazetted Holidays:** The office shall remain closed on all Gazetted Holidays as declared by the Government of India from time to time.

For assistance and queries, the representative of M/s Balmer Lawrie & Co. Ltd. may be contacted at:

**Name:** Mr. Nagendra Upadhyay.

**Contact No.:** 09839334555

**Official email ID:** [tt.varanasi@balmerlawrie.com](mailto:tt.varanasi@balmerlawrie.com)

**Booking Procedure:**

**A. Official Bookings:**

- All official bookings including international travel such as travel of examiners for viva-voce, meetings of senate/board/finance committee, foreign delegates invited to the Institute shall be initiated by M/s Balmer Lawrie & Co. Ltd., only if they are sent from the official institutional email ids of the concerned Head of the Department/Coordinator of School/Deans/Joint Registrar/Deputy Registrar/Assistant Registrar/Secretary to the Director/PA to the Registrar, etc. The request for booking shall include the approval note and payment heads details. The representative of M/s Balmer Lawrie & Co. Ltd. will take action immediately on receiving the request through the official institutional email ID issued on the Institute's domain i.e. @iitbhu.ac.in or @itbhu.ac.in.
- In case of International Air Tickets, M/s Balmer Lawrie & Co. Ltd. will be informed by the Authorized representative of Indian Institute of Technology (BHU), Varanasi, about the arrangements of foreign visit of the executive and M/s Balmer Lawrie & Co. Ltd. will prepare itinerary for the visiting country/countries and arrange/book air tickets as per approved route whenever required.

P.T.O.→



भारतीय प्रौद्योगिकी संस्थान(का.हि.वि.) वाराणसी – 221005 भारत  
Indian Institute of Technology(BHU) Varanasi-221005 India  
Tel. No. : 0542-2366676 Fax No. : 0542-2368428 Email: [office.gad@itbhu.ac.in](mailto:office.gad@itbhu.ac.in) Web: [iitbhu.ac.in](http://iitbhu.ac.in)





**B. Personal Bookings:**

In case of LTC, CPDA, PDA, project related travel and personal travel including international travels, booking will be done through M/s Balmer Lawrie & Co. Ltd. for all the faculty/non-faculty members on direct payment basis i.e. payment has to be done by the concerned faculty/non-faculty member for the booking request to M/s Balmer Lawrie & Co. Ltd.

All concerned are requested to take note of the above for information and necessary action.



Deputy Registrar (GAD)

Ref. No. IIT(BHU)/GAD/3(85)/Balmer Lawrie/Gen./ 963

Date: 02.02.2026

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*Copy forwarded to the following for information and necessary action:*

1. All the Deans/Associate Deans
2. All the Heads of Departments/Coordinator of Schools
3. The Coordinators/Incharge of Units/Centers/Offices
4. All the Professor In-charges
5. The Chief Councilor, Gymkhana
6. The Chairman, Institute Works Department
7. The Chairman, Institute Infrastructure Planning Committee.
8. The Professor Incharge, Shreenivas Despande Library
9. The Chairman, Council of Wardens
10. The Chairman, Web Management & E-mail Services Committee – *With a request to upload the notice on the Institute's website.*
11. The Chairman, Press & Publicity Committee
12. The Chief Proctor
13. **Prof. Prabhash Bhardwaj**, Department of Mechanical Engineering
14. The Coordinator, GTAC
15. The Coordinator, IIT (BHU)-Cafeteria
16. All the Admin. Wardens/Wardens, IIT(BHU) Hostels
17. All the Joint Registrars
18. All the Deputy Registrars
19. All the Assistant Registrars (Sr. Scale)/Assistant Registrars.
20. P.S. to the Director.
21. P.A. to the Registrar

**Indian Institute of Technology (BHU)**



Deputy Registrar (GAD)