



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
National Institute of Fashion Technology  
स्थापना-I विभाग, निफ्ट मुख्यालय  
Establishment-I Department, NIFT Head Office

No.NIFT/HO/Estt.-I/Misc. file (All Campus)/2021

Date:13.09.2023

**OFFICE MEMORANDUM**

**Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding**

1. In continuation to OM of even no. dated 19<sup>th</sup> September, 2022 and 6<sup>th</sup> January, 2023 respectively on the subject mentioned above. It has been observed that despite clear instructions on booking of air tickets on account of LTC, still some employees do not follow the procedure resulting in forfeiture of claim. Some of the common discrepancies/issues noted are:-

- Three hrs booking slot at the time of advance & booking of tickets to be provided.
- Book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.
- Ticket at lowest price available in the time slot to be booked only and screen shot be attached in the claim.

2. It is requested all concerned be sensitized that by not adhering to above points the LTC claim is liable to be forfeited. However, in case due to some pressing, compelling or genuine reason the above conditions cannot be fulfilled, it is the bounden duty of employee to take prior approval from the controlling officer before commencement of the journey.

3. The employees be sensitized to show print out of the screen shots of fares/flights available to dealing assistant in the establishment department of the concerned campus prior to booking the ticket itself for safety and surety of correctness of passing the of claim.

4. In view of the above, it is once again requested to educate all the employees under you to spread awareness for compliance of the aforesaid OM and circulate the same among all officials of your Campus for it's wide publicity.

कर्नल विक्रान्त लखनपाल / Col Vikrant Lakhanpal  
पंजीयक / Registrar

**Copy to:**

- All campus Director with a request to circulate the above in respective Campus.
- All Officer/Faculties/Staff to Head Office
- Director (IT) with a request to upload the same on NIFT Website.