



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:24.09.2024

OFFICE MEMORANDUM

Sub : Grant of Advance in respect of Leave Travel Concession (LTC) – regarding

This office has issued OMs of even numbers dated 19th September 2022, 6th January 2023 and 24th July 2023 regarding LTC to NIFT employees. However, from various cases that are referred to this office, certain discrepancies have been observed. Some of the discrepancies/issues are:-

- (a) 3 hour booking slot not being adhered to
 - (b) Tickets booked beyond 10% price band from the cheapest fare available in the time slot
 - (c) Tickets were booked under other types of fares instead of "LTC fare"
 - (d) Grant of more than 90% advance by providing full fare of air ticket as advance
2. The air tickets are to be booked by individuals themselves through Authorised Travel Agencies (ATAs) by utilizing self-booking tool / online booking website / portal of these three ATAs only. Booking through campus is not to be resorted to as the individuals are entitled for 90% advance only. Providing tickets through campus funds would mean 100% advance and likely to invite adverse audit remarks.
4. Campus Directors are requested to ensure strict compliance of the prescribed guidelines in respect of LTC and circulate the same to all officials.
5. This issues with the approval of the Competent Authority

G. Mishra
24.09.2024
गौरव मिश्रा/Gaurav Mishra
संयुक्त निदेशक(स्थापना)

To,

1. All Campus Directors / Joint Directors
2. Director (F&A), NIFT Head Office
3. Director (IT) : with request to upload the same on NIFT Website
4. PS to DG NIFT