



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

A Statutory Institute under the NIFT Act, 2006
Set up the Ministry of Textiles, Government of India
Administration Department, Head Office

No. 1312(679)/NIFT/HO/Admin/OM/2024

12th July 2024

कार्यालय ज्ञापन / OFFICE MEMORANDUM

ARRANGEMENT FOR TRAVEL & STAY OF INQUIRY COMMITTEE MEMBERS

In connection with the proceedings of inquiries ordered by NIFT Head Office, various members of the inquiry committee are required to travel out of their campuses. Instructions for expenditure management were passed in this regard vide NIFT HO OM NIFT-HO/Admin/913/2018 dated 12th May 2022 wherein it was specified that the expenditure on TA/DA for officials shall be borne by respective campuses where they are posted. However, when several officials of the same inquiry committee are required to travel to a particular place / campus, certain difficulties are experienced for arranging air tickets for onward and return journeys, booking of accommodation at outstation, local travel and settlement of claims.

2. Accordingly, it has been decided that the convenor / member secretary of the concerned committee shall coordinate the travel and stay arrangement in consultation with the other committee members as follows :-

- (a) Air tickets shall be booked by the Protocol Officer of NIFT Head Office. The details of travel shall be informed to the Protocol Officer by the convenor / member secretary through email. Protocol Officer, in turn, will send tickets to the convenor / member secretary.
- (b) The stay arrangement at the outstation shall be arranged by the campus where the inquiry is being conducted. The convenor / member secretary of the inquiry committee shall officially inform the consolidated requirement of all members to that campus. The campus on receiving request from convenor / member secretary shall facilitate booking of the accommodation as per entitlement out of its own funds and raise debit note(s) against the campuses where the committee members are posted. If required, the committee members may also book the accommodation (as per their entitlement) as per their liking out of their own resources. However, no advance will be provided to the concerned officials in any case.
- (c) The officials after return from tour shall submit their claims within prescribed time limit in their respective campuses clearly mentioning that:-
 - (i) The air tickets have been arranged by NIFT HO.
 - (ii) The accommodation and local travel have been arranged by self/outstation campus.

21/7/24 07:24

(d) Based on the claim submitted by the committee member, the parent campus will raise debit note(s) accordingly to NIFT HO. It will be the responsibility of the parent campus to ensure that no double payments are made.

3. The convenor / member secretary shall mandatorily mention the convening order No. and date in the requisition email as authority to travel. He/she must take care that neither the copy of the convening order is attached in the requisition email nor the subject matter of the inquiry is revealed in any manner in the email.

4. The campus receiving the request from Convenor / Member Secretary shall not inquire from him/her anything about the inquiry and shall forthwith proceed for booking the accommodation and arranging for local transport and shall not cause any hindrance in smooth proceeding of the inquiry.

5. The Protocol Officer, NIFT HO shall maintain a list of hotels which have a working relationship / MoU with NIFT campuses. Campus Director shall provide the contact details of such hotels to Protocol Officer for his/her record, as and when demanded.

This is issued with the approval of the competent authority.

[Signature]
(गोरव मिश्रा)
निदेशक (मुख्यालय) 12.07.24

सेवा में,

1. सभी परिसर निदेशक / संयुक्त निदेशक
2. मुख्य सतर्कता अधिकारी
3. पंजीयक
4. निदेशक (वित्त एवं लेखा)
5. प्रोटोकॉल अधिकारी
6. महानिदेशक सचिवालय