



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

No.1271(0101)/NIFT-HO/Estt.-Misc.(All Campuses)/2025


Date:15.04.2025

**OFFICE MEMORANDUM**

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

NIFT had issued OM of even No. dated 13<sup>th</sup> June, 2022, 19<sup>th</sup> September, 2022, 6<sup>th</sup> January, 2023, 13<sup>th</sup> September, 2023 and 24<sup>th</sup> September, 2024 on the subject mentioned above. As deviations have been observed at campuses, the instructions booking of air tickets on account of LTC are being reiterated for strict implementation. Some of the common discrepancies/issues observed during inspections which need to be particularly addressed were as follows:

- (a) The screenshot of mandatory three hours booking slot not provided by the employees.
  - (b) Booking of flight tickets under "**Corporate fare**" instead of "**LTC fare**"
  - (c) Tickets not booked from the Authorized Travel Agents, viz IRCTC, Balmer Lawrie & Company Limited and Ashok Travels & Tours
  - (d) The DoPT rules/guideline not followed while granting of LTC Advance/settlement of bill(s).
  - (e) Utilization of Camus funds for booking of LTC tickets instead of seeking reimbursement.
  - (f) Prior approval from the controlling officer before commencement of the journey not obtained.
  - (g) Proper entries of LTC in service books & personal file not maintained.
2. All Campuses are requested to ensure strict compliance of the prescribed guidelines in respect of LTC and circulate the same to all officials.
  3. This issues with the approval of the Competent Authority

  
(गौरव मिश्रा /Gaurav Mishra)  
संयुक्त निदेशक (स्थापना)

**Encl: As above**

Copy to:

1. All Campus Directors with a request to circulate the above in respective Campus.
2. Chief Vigilance Officer
2. All Officer/Faculties/Staff to Head Office
3. Director (IT) with a request to upload the same on NIFT Website.



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Establishment-I Department, NIFT Head Office

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

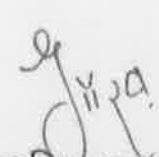
Date:24.09.2024

OFFICE MEMORANDUM

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

This office has issued OMs of even numbers dated 19<sup>th</sup> September 2022, 6<sup>th</sup> January 2023 and 24<sup>th</sup> 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

  
गौरव मिश्रा/Gaurav Mishra  
संयुक्त निदेशक(स्थापना)  
24.09.2024

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



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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:-

- a) Three hrs booking slot at the time of advance & booking of tickets to be provided.
- b) 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.
- c) 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:**

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



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Establishment-I Department, NIFT Head Office

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

Date:06.01.2023

**OFFICE MEMORANDUM**

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

In continuation to OM of even no. dated 19<sup>th</sup> September, 2022 on the subject mentioned above. It has been observed that the instructions on booking of air tickets on account of LTC are not followed diligently which creates hurdle in processing the cases of LTCs. Some of the discrepancies/issues noted are:-

- Three hrs booking slot at the time of advance & booking of tickets to be provided.
- Request for LTC to be submitted 21 days prior to the intended day of travel.
- Ticket at lowest price available in the time slot to be booked only, etc.

2. Therefore, it is once again requested to ensure strict compliance of the aforesaid OM and circulate the same among all officials of your Campus for its vide publicity.

कर्नल विक्रान्त लखनपाल / Col Vikrant Lakhanpal  
पंजीयक / Registrar

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Establishment-I Department, NIFT Head Office

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

Date:19.09.2022

Office Memorandum

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

In pursuance of O.M. No. 31011/12/2022-Estt.A-IV dated 29<sup>th</sup> August, 2022 issued by Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training (Estt. A-IV Desk), Govt. of India, New Delhi, (Copy enclosed) on the subject cited above wherein it has been decided that:

i) In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:

- (a) M/s Balmer Lawrie & Company Limited (BLCL)
- (b) M/s Ashok Travels & Tours (ATT),
- (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

ii) The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.

iii) Government employees are to choose flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.

(a) On the day of travel in the desired 3 hours' slot of following time band -

00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

iv) Employees are encouraged to 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.

Cont..2/-

- v) Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi) Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii) In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix) No Mileage Points will be generated against travel on Government account.

#### **Provisions for Advances**

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1 (iii) (a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/ Guwahati/ Chennai/ Visakhapatnam / Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir / Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

**Provisions for Reimbursements**

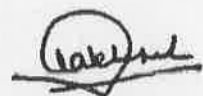
(i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.

(ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Cherinai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

(iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.

2. Campus Director is requested to ensure the strict compliance of the aforesaid OM and circulate the same to all officials of respective Campus.



**कर्नल विक्रान्त लखनपाल/Col Vikrant Lakhanpal**  
**पंजीयक / Registrar**

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Establishment-I Department, NIFT Head Office

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

Date:13.06.2022

**OFFICE MEMORANDUM**

In pursuance of OM No.19024/03/2021-E-IV dated 31<sup>st</sup>December, 2021 and 16<sup>th</sup>February, 2022 issued by Department of Expenditure, Ministry of Finance, Govt. of India (copy attached), it has been decided that in all cases of air travel (including LTC) where the Government of India bears the cost of air passage, air tickets shall be purchased from the following three Authorized Travel Agents viz.

- i) M/s. Balmer Lawrie & Company Limited (BLCL),
- ii) M/s. Ashok Travel & Tours (AA) and
- iii) Indian Railways Catering and Tourism Corporation Ltd (IRCTC).

2. Campus Director is requested to ensure strict compliance of the aforesaid OM and circulate the same to all officials of respective Campus.

कर्नल विक्रान्त लखनपाल / Col Vikrant Lakhanpal  
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