



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: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:-

- a) Three hrs booking slot at the time of advance & booking of tickets to be provided.
- b) Request for LTC to be submitted 21 days prior to the intended day of travel.
- c) 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 Lakhnupal  
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.