



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
प्रशासनिक विभाग
ADMINISTRATION SECTION

No.Estt./OO/2009/IITK/613
Date : May 26 2009

OFFICE ORDER

Sub: Air travel by Institute Officers & Staff on Tour, Transfer or LTC

Ref: (i) O.M. of DOPT F. No 7(1)/ E. Coord./2008 dated 10/11/2008
(ii) O.M. of DOPT F. No 7(1)/ E. Coord./2008 dated 01/10/2008

The Government of India, with a view to implement economic measures in terms of expenditure management and rationalization of expenditure, has issued some guidelines, which inter alia, provide for austerity measures to be taken for the management of TA, Transfer, or LTC related expenditure. Permission for official travel shall be given judiciously and restricted only to absolutely essential official requirements and staff members may be encouraged, although not mandated, to travel by a class lower than their entitlements. Those, who are entitled to travel by air, should purchase the **Cheapest Economy / Easy / Apex fare**, preferably by getting information through internet, irrespective of entitlement of such officers and staff members to travel while on tour.

All officers and staff members are requested to adhere to the above measures in order to maintain economy in the TA/ Transfer or LTC expenditure of the Institute. While availing TA, or LTC, some important points mentioned overleaf may also be noted.

This order shall come into effect from the date of issue.

S.S. Kashalkar
Sanjeev S Kashalkar
Registrar

Encl: the salient conditions & guidelines in respect of availing LTC

Copy to:

1. Director,
2. Dy. Director
3. All Deans
4. All HODs/ Units and Section Heads
5. All Dy. Registrars
6. All Assistant Registrars
7. Web Master
8. All Notice Boards

} Please circulate this widely amongst the staff, officers and faculty.

P.T.O

Salient conditions and guidelines for availing LTC

1. Journey should be performed by the shortest route by eligible class and by entitled mode of transport.
2. Those who are eligible to travel by air for LTC should use the cheapest economy class i.e Apex/ Easy Fare (Level-1 to 4), whichever is available. If a link flight is available from the starting destination to the end destination, journey should be performed by the link flight without any break in journey with a view to economise on the total cost of air ticket.
3. After approval of the journey, the claimant should apply for the advance in the prescribed form. If the advance amount is less than Rs.10,000/-, it shall be paid in cash, otherwise it shall be transferred to the Bank Account of the employee.
4. LTC advance upto 90% can be availed for the combined value of outward and inward journey which should be completed within 90 days, otherwise the advance should be taken for outward and return journey, separately.
5. Copy of the railway or air ticket is to be furnished to the office of Dy. Registrar (F&A) within 10 days from the drawal of advance or the date of journey, which ever is earlier. No cancellation charges/ Tatkal seva charges etc. is allowed for LTC.
6. LTC claim bill should be submitted in the prescribed form within one month from the date of completion of journey. Original ticket(s) and boarding passes (in case of air travel) should be attached with the bill. Late submission of claim bill against which advance has been drawn shall attract penal interest, as per rule.
7. In case of LTC, the applicant should perform the road journey by public road transport only. Travel by private road transport is not allowed. Those who are eligible to travel by air can perform their journey by private airlines but the fare of private airlines should be equal or less than the cheapest economy fare of Indian Airlines/ Air India.
8. Leave encashment upto a maximum 10 days Earned Leave with LTC will be processed after completion of the journey and submission of LTC claim bill for payment/ adjustment.


Sanjeev S Kashalkar
Registrar