OFFICE MEMO

The Vice-Chancellor has approved to release 90% of fare advance under LTC/HTC Scheme vide Office Memo No. (C)/6191 dated 17.09.2013.

The University employees who intend to avail LTC/HTC facility and desire advance for the purpose are required to fulfill the following condition:-

1. Request should be made for 90% advance of the fare by the shortest route through Temporary Advance Requisition Form before one month of start of journey addressed to the Registrar.
2. Advance admissible for both outward and return journey if the leave taken by the Official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for outward journey only. The Official should furnish Railway Ticket No./PNR Number/Photocopy of Air/Rail ticket [Original Rail ticket/Air ticket (with boarding Pass)] shall be submitted at the time of submission of Bill for adjustment of Account.
3. Advance can be drawn separately for self and family.
4. Adjustment of Accounts of advance drawn will have to submit within a month after return journey failing which full amount of advance will be recovered from the salary of concerned employee alongwith 18% interest for the period.
5. To travel by Air India only. If a sector is not served by Air India, a certificate to this effect must be produced from Air India.
6. To avail LTC-80 fare only. Full fare tickets will not be accepted.
7. Air Tickets may be purchased directly from Airlines (at Booking Counters/Website of Airlines) or by utilising the service of Authorized Travel Agents viz. M/s Balmer Lawrie and Company, M/s Ashok Travels and Tours and IRCTC {to the extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt. (A) dated 02.12.2009}.

(Shahrukh Shamshad)
Group Captain (Retired)
Registrar

Distribution:-
1. All Deans of the Faculties/D.S.W.
2. All Chairmen of the Department of Studies/Head of Offices.
3. All Principal of Colleges/Polytechnic/Schools.
4. Asstt. Registrar Vice-Chancellor’s Secretariat/PVC’s Secretariat.
5. P.S to Registrar/Finance Officer/Controller of Exams.