



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under Ministry of HRD, Government of India, New Delhi)

JAMSHEDPUR (JHARKHAND) – 831014

Ref. No. NITJSR/REG/2017-18/CD/2316

Date: 26/09/2017

NOTICE

Employees of the institute are required to note the following while availing Leave Travel Concession (LTC):

1. The LTC advance to employees eligible to travel by Air India will be allowed for cheapest economy ticket fare only.
2. However, claim for reimbursement of air fare will be restricted to LTC-80 fare of Air India.
3. Ticket must be purchased from Air India site, IRCTC site, M/s. Balmer Lawrie and Company and M/s. Ashok Travels and Tours only; otherwise the claim will be disallowed.
4. Those who have taken LTC advance must submit the claim within a month from the date of completion of return journey. Otherwise panel interest will be levied at the rate of 2% over the interest rate allowed by Government on the Provident Fund.
5. Those who have not taken LTC advance must submit the claim within three months from the date of completion of return journey. Otherwise claim will not be considered for settlement.
6. Those who have taken LTC advance and subsequently postponed/cancelled their programme must return the LTC advance and E.L. encashment amount immediately. Otherwise panel interest will be levied at the rate of 2% over the interest rate allowed by Government on the Provident Fund from the date of advance.

Accepted
Registrar (I/C) 26/09/2017

Copy to:

1. O.O Director, NIT Jamshedpur for kind information
2. All Deans/HODs/HOCs/HOSs, NIT Jamshedpur for circulation to employees
3. Finance Officer, NIT Jamshedpur for needful
4. (P/I), Institute Website for needful.

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