

त्रिपुरा विश्वविद्यालय
TRIPURA UNIVERSITY

(केन्द्रीय विश्वविद्यालय / A Central University)
सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala
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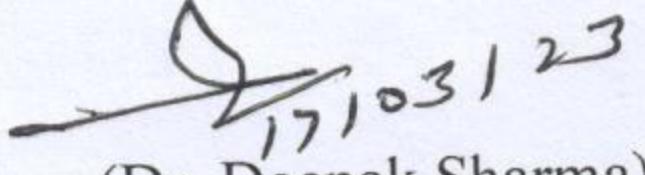
वेबसाइट / Website : www.tripurauniv.co.in

No.F. TU/REG/G-Admin/Estt/01/2022

Date: 17.03.2023

NOTIFICATION

All concerned are advised to go thoroughly the enclosed guidelines mentioned herewith ~~that~~ relating to the procedure for availing of LTC/HTC and booking Air tickets purpose. So, all regular Teaching, Officer and Staff are requested to follow the guidelines strictly otherwise the reimbursement/claiming bills shall not be processed.


17/03/23
(Dr. Deepak Sharma)
Registrar

Copy to:

1. The Dean, Faculty of Science/Arts & Commerce/Student's Welfare, Tripura University
2. All Heads/Head In-charge/Coordinators, Tripura University
3. All Faculty members/Officers/Non-teaching Staff, Tripura University
4. P.S. to Hon'ble Vice-Chancellor, Tripura University

Guidelines of LTC/HTC

Booking of air tickets only through 3 (three) Authorized Travel Agencies (ATAs)

i.e. (i) M/S Balmer Lawrie & Limited (BLCL)

(ii) M/S Ashok Travels & Tours (ATT)

(iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

- (a) The employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available on that day, preferably for Non-stop flight in a given slot at the time of booking. They have to retain and produce the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC/HTC claims.
- (b) **On the day of travel in the desired 3 hour's 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.**
- (c) With provision of optimizing within a 10% price band, for convenience and comfort.
- (d) Employees should preferably book only one ticket for each leg of intended travel on LTC/HTC. Holding of more than one ticket is not allowed.
- (e) 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. **All employees must be registered through their official Government Email-Id with any of these 3(three) ATAs agencies to book their air tickets.**
- (f) Employees are encouraged to book flight tickets at **least 21 (Twenty one) days** prior to the intended date of travel on LTC/HTC, to avail the most competitive fares and minimize burden on the exchequer.
- (g) Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC/HTC, will require the submission of a self-declared justification by the employee. All the 3 (three) ATAs have been directed to provide zero/nil cancellation charges.
- (h) In all cases wherein the non-entitled Government employees travel by air under the 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. **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.
- (i) All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC /HTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC/HTC , Ministries/Department are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.