

NO. NU/FIN/GEN-13/2000-

Date: Lumami, the 16th May 2025

OFFICE MEMORANDUM

It is hereby informed to all concerned that, as per Travelling Allowance Rules, the following Guidelines are to be followed for TA on Tour/ LTC/ Medical Treatment etc., in respect of Nagaland University employees;

- I. In all cases of Travel by Air/ Train, tickets shall be purchased from the three Authorized Travel Agents viz.
 - (1) M/s. Balmer Lawrie and Company Limited (BLCL).
 - (2) M/s. Ashok Travels and tours (ATT).
 - (3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- II. Employees should book flight tickets having the "best available fare" on their entitlement, which is the cheapest fare available, preferably non-stop flight and shortest route.
- III. Tickets to be booked at least 21 days prior to intended date of travel to avail most competitive fares. Cancellations to be avoided. One ticket for each leg of travel to be booked.
- IV. Travel for Medical Treatment alongwith Attendant requires the prior approval of the Competent Authority for each trip. Hence, travel for review will also require the permission of Competent Authority on a case to case basis.
- V. Road Mileage can be sanctioned only by the Competent Authority at places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighbouring States.

In view of the above, all concerned are directed to comply with the Rules and Regulations for uniformity in all the Campuses and to further avoid Finance/ Audit Objections.

This is issued with the approval of the Competent Authority.

(N. ALBERT KIZHO)
Finance Officer

NO. NU/FIN/GEN-13/2000- 826
Copy to:-

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1. The AR. to VC, for kind information of the Vice-Chancellor, NU, HQ: Lumami.
2. The PA to Registrar, for kind information of the Registrar, NU, HQ: Lumami.
3. The PVC's, NU Kohima Campus- Meriema/ NU-SAS Medziphema, for circulation and to further take necessary action on the matter at their end.
4. All Controlling Officers/ Sections and HoDs of Academic Departments, NU Lumami.
5. The System Administrator, NU Lumami, for uploading in the Official NU website.
6. Office copy.