

Q1. Original tickets & invoices, and original boarding passes must be submitted without which claim will not be settled.

Regarding the above point, whether soft copies are suffice or need to submit hard copies.

Reply : Printouts of the boarding passes / e-boarding passes & tickets have to be submitted along with the final claim at the HR office.

Q2. Based on your clarification and the revised OM, **if we can get the tickets printed out such that the LTC ticket is written at the top from the authorized travel agents or their websites, then none of the other requirements should be necessary.** Only if we are having trouble getting the LTC option, we should have to show these additional documents to justify that we are within the norms. Please let me know if I am interpreting the OM wrong. Sincerely,

Reply : Yes. If 'LTC' is printed on the tickets, the submission of screenshots is not required.

Q3. In your email it is mentioned that "If a one-stop flight offers the lowest fare, it must be selected instead of a direct flight".

I couldn't find this point in the 2023 OM you shared. On the other hand, the OM (dt. June 22) Vaskar shared mentions lowest fare preferably for a non-stop flight.

I am sharing another OM (by DoPT dt. Aug 22), which also mentions lowest fare preferably for a non-stop flight. Can you please clarify ?

Reply : Yes, you are required to book either the lowest fare ticket or a ticket with a fare up to 10% higher than the lowest fare, whichever is more convenient. However, if you book with a 10% variation, the 'LTC' label will not appear on the ticket. In such cases, you must submit a screenshot, taken at the time of booking of the 3-hour time slot, showing the lowest fare available.

Q4. One of the LTC guideline points says the following:

Book flight tickets 21 days before the intended travel date if no advance request is needed. If an advance is required, ensure tickets are booked 30 days in advance after OM is issued.

Sometimes, travel plans can be confirmed closer to the travel dates. Would the LTC reimbursement claim be rejected automatically because bookings were made less than 21 days prior to the travel date? The GoI OM No 19024/03/2021-E.IV dated 16th June 2022 says that employees are "encouraged" to book 21 days before the travel date. That means the reimbursement claim should not be automatically rejected. It can be considered with the approval of a competent authority. It would be better if the Dean Faculty (preferred) or the Director could be the competent authority and consider this on a case-by-case basis based on the justification submitted by the faculty.

Reply : Booking at least 21 days in advance will secure the most competitive rates and minimize the burden on the exchequer.

The Director has repeatedly emphasized that no faculty member should approach him directly for LTC approval. By adhering to the prescribed guidelines, there will be no need to approach the Director.