



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

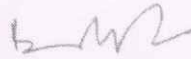
Administrative Circular No.17 / 2018 Dated, June 14, 2018

**Sub : Non-Admissibility of air fare for children below the age of 5 years of Institute Employees who are not entitled to travel by air on LTC**

The undersigned is to refer to the existing provision on travel while availing LTC that non-entitled Institute Employees are allowed to travel by air while availing LTC provided the reimbursement made in such cases is restricted to the train fare of entitled class and convey the clarification issued by Ministry of Personnel, Public Grievances & Pensions, Department of Personnel Training (DoPT) in this regard vide O.M. No.31011/3/2016-Estt.A-IV Dated 16.05.2018.

As per the above Office Memorandum, it is clarified that since children below the age of 5 years are not charged for rail journeys, no reimbursement shall be made in respect of the air journey performed by children, aged less than 5 years, of the Institute Employees who are not entitled to travel by air on LTC. It may be noted that this provision shall not be applicable for the segments where the air journey has been allowed to the non-entitled Institute Employees and their families under the special dispensation scheme, existent from time to time.

All Heads of the Departments/Centres/Schools/Sections/Units are requested to bring it to the notice of all staff members.

  
कुलसचिव / Registrar

Copy to :

1. All Deans
2. All Head of the Departments/ Centres / Schools / Sections / Units
3. All Chairmen/ Chairpersons / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Head, Administrative Computer Service Support Centre
6. Head, Institute Information Cell  
*- with a request to incorporate/effect the above on the Institute website*
7. Chairman, ERP Cell
8. Head, Computer & Informatics Centre – *with a request for gmail circulation*
9. Librarian, Central Library
10. Head, B.C. Roy Technology Hospital
11. President/Vice-President, Technology Students' Gymkhana
12. All Wardens / Assistant Wardens, Halls of Residence
13. Joint Registrars (S&P)
14. All Deputy Registrars / Assistant Registrars / Executive Officers
15. All Senior Executive Engineers / Executive Engineers / Engineers
16. Security Officer
17. Secretary to Director
18. Secretary, Deputy Director's Office
19. Secretary, Registrar's Office
20. Office Order File / Administrative Circular File