

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. NITUK/Estt./2014/00/001/A-362

Date: 22/9/14

OFFICE ORDER

All the faculty and officers are hereby informed that the following travel measures shall be adopted during official travel:-

- i) Air travel is not permitted, if the travel distance is less than 500 kms.
- ii) Book tickets immediately after receiving the office order. Delay in purchasing the tickets put unnecessary financial burden on Institute and hence highly undesirable.
- iii) Mention name below the signature in travel expenses reimbursement form. Without name and signature reimbursement of travel expenses form shall not be accepted.

All are advised to adhere to above instructions scrupulously, failing which claim on account of travel expenses will not be entertained.



Director

Copy to:

1. All the faculty members and officers
2. PA to Director
3. Guard file – for record