In addition to the earlier Circular No.FA.67/LTC-FIN/2019-20/169 dated 22 July 2019 and Circular No.FA.4/TA-CIRCULAR/2019-20/Pt-245 dated 20 September 2019 the following may please be noted for strict compliance:

1. For travelling by road on tour/official purposes, if two to three persons are going or coming to the same place/venue and for the same purpose, they should travel in the same vehicle together so as to minimise travel expenditure.
2. Travelling Allowance drawn for outstation movements on medical ground would be limited to AC-II tier only.
3. Air travel on medical ground may be allowed only for emergency and critical cases only duly recommended and certified by the CMO NEHU.
4. Claims for full taxi by entitled official and faculty should be accompanied with a taxi receipt supported with a toll gate e receipt too.Taxi receipt should also bear the name/type of the vehicle.
5. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed by vehicles operated by Tourism Development Corporations in Public Sector, State Transport Corporations and transport services run by the Central or State Government or local bodies.
6. In case of journey between places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for maximum limit of 100kms covered by the private/personal transport based on self-certification from the Government servant. Beyond this, this expenditure shall be borne by the Government servant.
7. A Government servant or his family dependant may travel by any route but the reimbursement shall be limited to the fare by the shortest route, irrespective of the fact whether the journey was performed by the shortest or any other route.

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4. PS to COE, NEHU, Shillong for kind information of the Controller of Examination
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6. University Engineer, NEHU, Shillong.
7. All the Deans of School, NEHU, Shillong (dean@nehu.ac.in)
8. All the Heads of Department/centre, NEHU, Shillong (hod@nehu.ac.in and faculty@nehu.ac.in)
9. The Dean Students Welfare, NEHU, Shillong
10. All Joint Registrars/Deputy Registrars/Assistant Registrars, NEHU, Shillong
11. In-Charge, NDVN, NEHU, Shillong
12. SMO, Health Centre, NEHU, Shillong
13. All Section Officer (s), NEHU, Shillong
14. In-Charge, Computer Centre, NEHU, Shillong
15. In-Charge, Sports Department, NEHU, Shillong
16. Shri W.Thongnibah for uploading in the University website.(webnehu@nehu.ac.in)
17. Office file.

Finance Officer