



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala
AGARTALA - 799 046 (TRIPURA)

No.F. NITA.4 (74-Accounts)/2010/Vol-2/828-32

Dated: 6/5/2024

NOTICE

It is for information for all members of NITA that MoU with M/s Balmer & Lawrie & Co Ltd has been finalized for ticket booking for flights.

For Official Travel: -

All requests for flight booking will be submitted on the requisition form as enclosed. The requisition form needs to be submitted once approval for flight booking for official purpose has been accorded by competent authority. A copy of approval needs to be attached alongwith the requisition form. The form must be submitted atleast 48 hours prior to the travel date. The form with requisite enclosures needs to be submitted or forwarded to Nodal Officer as per details given below. The flight tickets will be mailed to applicant directly by Balmer Lawrie at the given mail id on the form. All payments for tickets booked for official travel will be cleared centrally by accounts section.

For LTC Travel: -

NITA members can also submit requisition for ticket bookings for LTC ticket booking however the same will be on payment basis by respective applicant to Balmer Lawrie directly.

The details of Nodal Officers in respect of NITA are: -

1. Mr. Kamlesh Tilwani, A.R (Fin) – 7022230363, nita.ar.finance@gmail.com

In absence of Mr Kamlesh Tilwani

2. Mr. Gangula Shanmuk, A.R (Academic) - 9868564840, shanmuk.nita@gmail.com

(Col. (Dr.) Ashish Badola)
Registrar

Copy to:-

1. PS to the Director, NITA for kind information

National Institute of Technology Agartala
Barjala, Jirania, West Tripura, Pin: - 799046
Tel. No. +91381 2346630 / 6629, Fax. No. +91381 2346360, Url :- www.nita.nic.in.

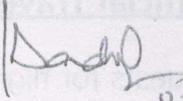


राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

National Institute of Technology Agartala

AGARTALA - 799 046 (TRIPURA)

2. All Deans, NITA
3. All HoDs, NITA
4. All Sectional Heads, NITA
5. System Administrator, NIT Agartala with the request for placing this in the Institute's website


03/04/24

Registrar

National Institute of Technology Agartala

Barjala, Jirania, West Tripura, Pin: - 799046

Tel. No. +91381 2346630 / 6629, Fax. No. +91381 2346360, Url :- www.nita.nic.in.

NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA
REQUISITION FORM

	Client Code	NI001641100
	Client Name	NIT Agartala
1	Name of Passenger	
2	Mobile No	
3	Email id	
4	Date of Birth	
5	Designation and Pay level	
6	Date & Time for inward Journey	
	Flight/Train Details	
7	Date & Time for return Journey	
	Flight/Train Details	
8	Purpose of Visit	
9	Requisition made by	
10	Remarks, if any	

Signature with date of Applicant
Designation:

(Col. (Dr.) Ashish Barua)
Registrar

Copy to:

1. PS to the Director, NITA for kind information

National Institute of Technology Agartala
Barua Bldg., 7th Floor, Agartala

Tel No: 9109123400/66 Fax No: 9109123401 Website: www.nita.ac.in