

F.No. G-14019/02/2026-Cash
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Cash Section

Kartavya Bhavan-3, New Delhi

Dated the 16.07.2026

CIRCULAR

Subject: Booking of air tickets for LTC travel and timely submission of LTC advance applications – reg.

Attention of all officers and officials of the Department is invited to DoPT O.M. No. 31011/12/2022-Estt.A.IV dated 29.08.2022 containing consolidated instructions regarding booking of air tickets for journeys on Leave Travel Concession (LTC).

2. As per Para 1(iv) of the aforesaid O.M., Government employees are encouraged to book flight tickets at least **21 days prior** to the intended date of travel on LTC so as to avail the most competitive fares and minimize the burden on the Government exchequer.
3. Further, under the provisions relating to LTC advance, Government employees entitled to travel by air may apply for **LTC advance at least 30 days before** the intended date of journey, along with a printout of the concerned webpage of the authorized travel agency indicating suitable flight and fare details.
4. It has been observed during scrutiny of LTC claims that in a number of cases air tickets are being booked only a few days before the journey and, in some cases, during the same week in which the journey is undertaken. Such last-minute bookings generally result in higher air fares and are not in consonance with the spirit of the instructions issued by DoPT vide O.M. No. 31011/12/2022-Estt.A.IV dated 29.08.2022.
5. All officers and officials are, therefore, advised to plan their LTC journeys well in advance and book air tickets, as far as possible, at least 21 days before the proposed date of travel. Officers/officials intending to avail LTC advance may submit their applications at least 30 days before the intended date of journey in compliance of the extant instructions.
6. The above extant instructions may be noted for strict compliance.

(Vinay Pratap Bahadur Singh)
Under Secretary (B&A)

To,

All officers/officials of DoPT
(Through KMS on e-office portal)