

A-27023/1/2026-O/o Deptt. Secy (Estt.I)Comp. No. 75830

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training

Kaushal Bhawan,

New Moti Bagh, New Delhi – 110023

Dated: 12.01.2026

OFFICE ORDER

Subject: *Advisory regarding advance intimation and booking of Air Tickets under CCS (LTC) Rules – reg.*

It has been observed that in certain cases, officers/officials are availing Leave Travel Concession (LTC) journeys wherein air tickets are being booked only **2–4 days prior to the commencement of the journey.**

2. In this connection, attention is invited to the provisions of the **CCS (LTC) Rules** and the instructions issued by the **Department of Personnel & Training (DoPT)** from time to time.

3. As per **DoPT O.M. No. 31011/12/2022-Estt.(A-IV) dated 29.08.2022**, Government servants are advised to plan LTC journeys well in advance and to make all efforts to **book air tickets at least 21 days prior to the intended date of travel**, so as to avail the most economical fare.

4. Further, Government servants availing LTC by air are required to **book air tickets at the Best Available Fare** in their entitled class, i.e. the **cheapest fare available (or a fare up to 10% higher than the cheapest fare) at the time of booking.** The reimbursement of LTC claims is regulated accordingly, based on the fare actually booked and found admissible under the extant rules.

5. As per the extant instructions, Government servants entitled to air travel may apply for **LTC advance** by submitting a **print-out of the concerned webpage of the authorized travel agency**, indicating suitable flight and fare details, while tracking the fare of the flight under the **three-hour time slot**, at least **30 days prior to the intended date of journey.**

6. The above instructions have been issued with the objective of ensuring **economy, transparency and adherence to the prescribed procedures** under the CCS (LTC) Rules. Officers/officials are, therefore, advised that **late submission of intimation and last-minute booking of air tickets may result in restriction or non-admissibility of LTC claims**, as per the extant rules.

7. All officers/officials are accordingly advised to **strictly adhere** to the CCS (LTC) Rules and DoPT instructions by:

i. Submitting prior intimation for availing LTC well in advance and obtaining administrative approval before commencement of the journey as per above mentioned rules;

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- ii. Ensuring booking of air tickets at least **21 days prior to the date of travel**, through **authorized Government booking agencies**, wherever applicable; and
- iii. At the time of applying for LTC advance, submit a **print-out of the relevant webpage of the authorized travel agency** indicating suitable flight and fare details while tracking the fare under the three-hour time slot, at least **30 days prior to the intended date of journey**.
8. This advisory is issued to facilitate **smooth processing and timely settlement of LTC claims** and to avoid inconvenience to the officers/officials concerned.
9. This may be brought to the notice of all concerned for **information and strict compliance**.

Nidhi Sharma
12/11/26

(Nidhi Sharma)

Under Secretary (Estt.I)

To,

1. All the Regional Directors/ Director-in-Charge, NSTI, RDSDE, MSDE.
2. All the concerned DDOs.
3. All Group 'A' Officers/Section Officers, DGT.
4. Hindi Section for hindi version.
5. Officer order File.