

No. 1459 (01)/NIFT-HO/Vig./2026/1442

सतर्कता विभाग (मुख्यालय) / Vigilance Department (Head Office)
राष्ट्रीय फैशन प्रोद्योगिकी संस्थान / National Institute of Fashion Technology
हौज-खास, नई दिल्ली / Hauz Khas, New Delhi-110016

दिनांक - 21 जुलाई/July, 2026

कार्यालय ज्ञापन / OFFICE MEMORANDUM

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

अधोहस्ताक्षरी को कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग द्वारा जारी परिपत्र सं. G-14019/02/2026-Cash दिनांकित 16.07.2026 जो कि जो कि LTC यात्रा के लिए हवाई टिकटों की बुकिंग और LTC एडवांस आवेदनों को समय पर जमा करने के संदर्भ में है, की प्रति, अग्रेषित करने का निदेश हुआ है। / The undersigned is directed to forward herewith a copy of Circular No. G-14019/02/2026-Cash dated 16.07.2026 issued by Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training regarding “**Booking of air tickets for LTC travel and timely submission of LTC advance applications**”.

2. कृपया इसे सभी संबंधितों को जानकारी तथा अनुपालन हेतु संज्ञान में लाएं। / This may be brought to the notice of all concerned for their information and compliance.

रजनी
21/7/26
(रजनी शाह)

सतर्कता अधिकारी

संलग्न: उपरोक्त

Encl.: As above.

To:

1. सभी निफ्ट केंद्र निदेशक /Campus Directors of all NIFT Campuses
2. पंजीयक (मुख्यालय) / Registrar (Head Office)
3. निदेशक (आई. टी.), निफ्ट मुख्यालय / Deputy Director (IT), NIFT-HO - for uploading the same on Website

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.

Digitally signed by
Vinay Pratap Bahadur Singh
Date: 16-07-2026 14:47:26

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

To,

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