A-27023/2/2026-O/o Dept. Secy (Estb.I) (Comp.76774)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Kaushal Bhawan, New Delhi

Room No.213, 2nd Floor,
DGT, Kaushal Bhawan,
Moti Bagh, New Delhi.110023
Dated : 31.08.2026

ADVISORY

Subject: Strict compliance with prescribed rules and procedure for processing and settlement of Leave Travel Concession (LTC) claims – reg.

It is observed that, in certain cases, the prescribed rules and procedure relating to processing and settlement of **Leave Travel Concession (LTC) claims** have not been followed with due diligence, particularly with regard to booking of tickets, verification of admissibility, compliance with prescribed procedures and scrutiny of claims before authorisation of payment.

2. The matter was examined by the **(IFD). In view of the observations of IFD and the need to ensure strict adherence to the prescribed rules** and procedures in processing and settlement of LTC claims, **this Advisory is being issued to all concerned HoDs/HoOs/DDOs/Accounts Officers/Accountants and dealing officials for strict compliance.**

3. In pursuance of the directions of IFD, all concerned HoDs/HoOs/DDOs/Accounts Officers/Accountants are also required to furnish a written confirmation that the contents of this Advisory have been noted and that the prescribed procedure shall be strictly followed while processing and settling LTC claims. The signed confirmation may be furnished in the format appended to this Advisory.

4. **Accordingly, all concerned are advised to ensure strict compliance with the following:**

1. Verification of eligibility and entitlement

Before processing an LTC claim or LTC advance, the concerned dealing official shall verify, inter alia:

i. the eligibility of the Government servant for the relevant LTC Block Year;
ii. the LTC already availed, if any, during the relevant Block Year;
iii. the admissibility of the type of LTC claimed;
iv. the eligibility of family members, wherever applicable, with reference to the records maintained by the office;
v. **the booking of air travel ticket only through the 3 authorised agents.**
vi. the leave applied for and sanctioned for the purpose of availing LTC; and
vii. all other conditions prescribed under the applicable LTC Rules and Government instructions.

2. Verification before sanction/payment

The DDO/Accounts Officer/Accountant and other concerned officials shall exercise due diligence before processing or passing any LTC claim.

It shall be ensured that:

i. the journey actually undertaken is admissible under the applicable LTC Rules;
ii. the claim is supported by the requisite documents and proofs;
iii. the **mode of travel and class of accommodation are admissible;**
iv. the fare claimed is restricted to the admissible entitlement;
v. **the booking of air travel ticket only through the 3 authorised agents.**
vi. the LTC advance, if any, has been properly adjusted against the final claim; and
vii. no duplicate or inadmissible claim is admitted.
viii.In the cases of RDs/HOD, all cases should be verified and certified by DDO before sending the cases to Hqrs for approval.

3. Booking of Air Tickets

Where air travel is permissible under the applicable LTC Rules/instructions, the following instructions shall be strictly adhered to:

(i) Air tickets for LTC journeys shall be booked only through the **three authorised Travel Agents**, namely:

1. **M/s Balmer Lawrie & Co. Ltd. (BLCL);**
2. **M/s Ashok Travels & Tours (ATT), a Division of ITDC; and**
3. **IRCTC (Indian Railway Catering and Tourism Corporation Ltd.).**

(ii) The air ticket shall be booked through the **authorised travel agents only**. Booking of air tickets directly from an airline's website or through any other private/unauthorised travel agency, online travel portal or platform shall not be treated as booking through the authorised travel agents.

(iii) Before passing the LTC claim, the concerned DDO/Accounts Officer/Accountant shall verify the **name of the booking agency, ticket/booking details, date of booking, journey details, fare and supporting documents** to ensure compliance with the prescribed instructions.

(iv) In case an air ticket has been booked through any agency/platform other than the authorised travel agents mentioned above, reimbursement shall be regulated strictly in accordance with the applicable Government instructions. Any relaxation/ex-post-facto regularisation, wherever permissible, shall require approval of the **competent authority** and shall not be presumed merely because the journey has actually been undertaken.

(v) The above requirement shall be followed in respect of **both LTC advance and final LTC claim**, wherever air travel is involved.

4. Approval by the Competent Authority

i. All LTC proposals/claims shall be processed through the prescribed channel and approval/sanction of the **Competent Authority** shall be obtained wherever required under the applicable rules and instructions.
ii. In cases of RDs/HoDs, the competent authority is DG(T), so, all proposal/claims of LTCs i.r.o RDs/HoD only after verification/certification by the concerned DDO.

5. Responsibility of the concerned officers/officials

i. The concerned **HoD/HoO/DDO/Accounts Officer/Accountant and dealing official**, as applicable, shall exercise due care and diligence at their respective stages while processing LTC claims.

ii. A claim shall not be passed merely based on the declaration or request of the claimant without carrying out the necessary verification under the applicable rules and instructions.

iii. In case any doubt regarding the admissibility of a claim arises, the matter shall be referred to the appropriate authority before passing the claim.

6. Strict compliance

i. All concerned are advised to exercise **utmost diligence, financial propriety and caution** while processing LTC claims.

ii. Any lapse in verification, processing or passing of an LTC claim, including failure to follow the prescribed procedure or passing an inadmissible claim, may be viewed seriously and responsibility may be fixed on the officer/official concerned in accordance with the applicable rules.

7. The duly signed confirmation in the prescribed format appended below may be forwarded to **Establishment-I Section, DGT (HQ)** by ***7th Sept., 2026.***

This issues with the approval of the Competent Authority.

(Amresh Kumar Jha)
Deputy Secretary to the Govt.of India

To

1. All Heads of Departments (HoDs) under DGT
2. All Heads of Offices (HoOs) under DGT
3. All Drawing and Disbursing Officers (DDOs)
4. All Accounts Officers/Accountants dealing with LTC claims
5. All concerned officers/officials dealing with LTC matters

CONFIRMATION OF COMPLIANCE

I/We hereby acknowledge receipt of the Advisory issued by the Directorate General of Training **in pursuance of the observations/directions of the Integrated Finance Division (IFD)** regarding strict compliance with the prescribed rules and procedure for processing and settlement of **Leave Travel Concession (LTC) claims**.

2. I/We confirm that the contents of the Advisory have been **read, understood and noted for strict compliance** and undertake to ensure that, henceforth, all LTC claims/advances shall be processed, scrutinised and settled strictly in accordance with the applicable rules, Government instructions and the prescribed approval procedure.

3. I/We further confirm that due diligence shall be exercised at the respective level to ensure that:

1. eligibility and entitlement of the claimant are duly verified;
2. admissibility of the journey, fare and other components of the claim is checked;
3. requisite supporting documents are verified before payment;
4. **air tickets, wherever applicable, are booked in accordance with the prescribed Government instructions i.e. only from three authorised agents;**
5. LTC advances, wherever drawn, are duly adjusted against the final claim;
6. no inadmissible or excess amount is passed for payment; and
7. any excess/inadmissible payment noticed subsequently is brought to notice and recovered/adjusted as per rules.

Name of Office and address.

Sl. No.	Name & Designation of Officer	Designation	Signature	Date
1.		HoD/HoO		
2.		DDO		
3.		Accounts Officer/Accountant		
4.		LTC Dealing Official		

Official Seal of HoD/HoO