



F.1/2-791/2019/Estt./DTU/1235

Dated: 27/07/2026

CIRCULAR

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

This is in continuation to this Office Circular No. 2229 dated 05.12.2025 and in pursuance of Circular F.No G-14019/02/2026-Cash, dated 16.07.2026 issued from Department of Personnel and Training Ministry of Personnel, Public Grievances and Pensions Government of India. Attention of all teaching and non-teaching staff members of the Delhi Technological University 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 teaching and non-teaching staff members are, therefore, advised to plan their LTC journey 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 application at least 30 days before the intended date of journey in compliance of the extant instructions.


(Binod Doley)
Registrar

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Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
 2. PA to Registrar for kind information of the Registrar.
 3. All HoDs
 4. All Deans
 5. All Branch Incharge
 6. Head, Computer Centre with the request to upload the same on the University website.
 7. Guard File.
- } for vide circulation among their respective departments/branches


(Dr. R. Kaushik)
Dy. Registrar (Estt.)