

MINISTRY OF DEFENCE
OFFICE OF THE JS & CAO
(CAO/ ADVANCE)

INSTRUCTIONS/ ADVISORY ON BOOKING OF AIR TICKETS ON GOVT
ACCOUNT WHILE AVAILING LEAVE TRAVEL CONCESSION (LTC)

1. Of late, it has been observed that Leave Travel Concession (LTC) advance claims, received from the individuals, are not prepared in accordance with DoP&T guidelines/OMs which result in delay in finalising of the claim, non-receipt of complete claimed amount (90% advance claim) by individual and unwarranted audit observations on the claims from PCDA.

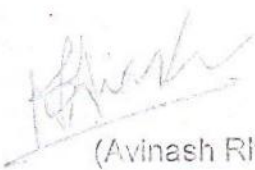
2. With approval of competent authority, it is advised that the environment may be sensitised about DoP&T OMs containing guidelines wrt LTC advance claims. Further, it is also advised that before processing case for LTC advance with this section, following **Checklist may be observed accordingly:-**

- (a) LTC Advance Requisition Form in Triplicate duly signed by concerned Admin Section.
- (b) Sanctioned Leave Application and Photocopy of Cheque Leave, in Triplicate.
- (c) **Photocopy of Air Ticket Screen Shots/ Estimate from ATAs duly mentioning word 'LTC' only & not 'Corporate' with time slot of 3 hours.**

3. In this connection, it is advised that in order to smoothly process LTC advance claims submitted by individuals and repeated observations may not be raised by audit authorities, following DoP&T guidelines and OMs containing detailed instructions may be strictly followed:-

- (a) OM No 31011/12/2022-Estt.A-IV dated 29 Aug 2022.
- (b) OM No 31011/11/2023-Pers.Policy A-IV dated 20 Oct 2023.
- (c) OM No 31011/15/2022-Estt.A-IV dated 17 Sep 2024.
- (d) OM No 31011/07/2025 PP.A-IV dated 01 Jul 2025, Part (F) (Journey by Air) Query No 47.

4. This has the approval of Dy CAO(FM).


(Avinash RN)
SAO (A & C)

Dir Coord Sections of HQ of MoD(Army)/ ISOs

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- For uploading on CAO's website