

Certificate for Air Travel under LTC Scheme

1. Personal & Tour Details

Name of the Employee : _____
Designation : _____
Department/Office : _____
Employee Code : _____
Nature of LTC (Home Town/All India/Special): _____
Period of LTC availed : From _____ To _____

2. Air Travel Details

Place of Visit : _____
Flight Number(s) : _____
Date(s) of Journey : _____
Class of Travel : _____
Ticket Booking Agency : _____

This is to certify that the above details are true and correct. The journey was performed by Air India/(*Name of Airlines*) as per the LTC rules, and the ticket(s) were booked through authorized agency.

It is further certified that the above journey was undertaken as part of entitlement under the Leave Travel Concession (LTC) Scheme.

Place: _____
Date: _____

Signature of Employee
(Name: _____)

Verified by:

(Name, Designation & Office Seal)

Important Notes:

- Tickets must be booked through authorized travel agents as per government guidelines (e.g., IRCTC, Balmer Lawrie, Ashok Travels, Air India).
- This certificate is required for LTC claim settlement and audit purposes.
- Attach boarding passes and e-ticket copies with the claim form.
- Any false information is liable for disciplinary action.
- Ensure all journey details and employee particulars are filled legibly.