

Certificate of Undertaking

(For LTC Reimbursement)

I, _____,

Designation: _____,

Department/Section: _____,

Emp. Code/ID: _____

hereby undertake that I have availed myself of the **Leave Travel Concession (LTC)** for self/family for the block year _____ as per the details submitted, and hereby certify the following:

1. No part of the journey for which the claim has been preferred was performed by a private car or a taxi, except for eligible sectors as per rules.
2. The details of family members for whom LTC is claimed are correct and eligible as per the LTC Rules applicable to me.
3. I have not availed and will not avail travel concession for the block year stated above from any other employer/source.
4. All travel bills and claims submitted are genuine, and I am aware that suppression of information or submission of false claims could lead to disciplinary action.

Place: _____

Date: _____

Signature: _____

Name: _____

Important Notes

- Ensure all particulars and supporting documents are complete and correct before submission.
- Undertaking is subject to verification by the competent authority at any time.
- Any false declaration or suppression of facts may attract disciplinary and legal action, including recovery of the claimed amount with penalty.
- Check the latest LTC rules and amendments applicable to your organization before claiming reimbursement.