

Employee Declaration Certificate for LTC Reimbursement

Name of Employee : _____

Employee Code : _____

Designation : _____

Department : _____

Period of LTC Claim : _____

Declaration

I hereby declare that I have actually travelled to the place(s) mentioned in my LTC application and the details furnished by me are true and correct to the best of my knowledge. I further declare that:

- My family/eligible dependents and I have not already availed LTC for the block year in question.
- No claim for LTC has been made previously in respect of the period and members as mentioned.
- I have not received any advance/claim for the same journey through any other source or office.
- The original tickets/receipts and relevant supporting documents are attached.
- I shall refund the amount if any information or claim is found to be incorrect in future.

I undertake to abide by all rules and guidelines issued in respect of the LTC scheme by the Government/Employer.

Signature of Employee:

Date: _____

Important Notes

- Ensure all relevant supporting documents are attached with this certificate.
- LTC claims may be subject to verification by internal audit.
- False declarations may lead to disciplinary action and recovery of the claimed amount.
- This certificate must be submitted within the stipulated timelines as per company/Government rules.
- Consult the latest LTC guidelines before submission.