

# Self-Declaration Certificate for Non-Availing Leave Travel Concession (LTC)

To whom it may concern,

I, \_\_\_\_\_ (Name), working as \_\_\_\_\_  
(Designation) in the department of \_\_\_\_\_, do hereby declare that I have not  
availed myself of Leave Travel Concession (LTC) during the block year \_\_\_\_\_ to \_\_\_\_\_.

I further declare that I am fully aware that furnishing any false information or suppression of facts in this  
certificate will make me liable for disciplinary action as per the rules and regulations laid down by the  
Government and my organization.

Place: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

## Important Notes:

- This certificate is required for official records and should be submitted to the competent authority.
- Ensure all details are filled accurately and truthfully.
- Misinformation may lead to disciplinary actions as per service rules.
- Attach supporting documents if required by your organization.
- This declaration is generally valid only for the stated LTC block year(s).