

Employee Declaration for Leave Travel Concession (LTC) Claim

1. Name of Employee:

2. Employee ID:

3. Designation:

4. Department/Section:

5. Name(s) of Family Member(s) for whom LTC is claimed:

6. Period of Journey:

7. Place(s) Visited:

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief. I also certify that:

- The LTC claimed is for the journey undertaken by myself and my eligible family members as per the LTC Rules of the organization.
- I have not claimed and will not claim LTC for the same journey period from any other source.
- I have not availed LTC of this block earlier.
- The details of the journey, expenditure, and supporting documents are attached along with this claim.
- In case the above information is found to be false, I shall be liable for disciplinary action and refund of the amount claimed.

Place:

Date:

Signature of Employee:

Important Notes:

- Ensure all relevant documents such as tickets, boarding passes, and bills are attached with the claim.
- LTC claims are subject to the organization's specific rules and periodicity.
- Any false declaration may result in disciplinary action and recovery of the claimed amount.
- Claims should be submitted within the prescribed timeline after completion of the journey.
- This declaration must be duly filled and signed by the employee making the claim.