

# Employee Declaration for Leave Travel Concession (LTC) Claim

1. Name of Employee:

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2. Employee ID:

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3. Designation:

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4. Department/Section:

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

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6. Period of Journey:

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7. Place(s) Visited:

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## Declaration

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

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

Place:

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Date:

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Signature of Employee:

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## 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.