

Proforma for self-certification by the Government employee – Procedure of Processing of LTC claims

Proforma for self-certification by the Government employee

I ShiSmt./Kr..... (Name of the Govt. servant) wish to confirm that I am availing..... (Home Town/ Any Place in India) LTC in respect of self/ family member(s) for the block year..... to visit..... (Place of visit) during..... (dates of journey). It is stated that I or the family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. Particulars of members of family in respect of whom the Leave Travel Concession is being claimed are as under:

SI.	Name(s)	Age	Relationship with the Govt. servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS(LTC) Rules, 1988 and the relevant disciplinary rules.

(Signature of the Govt.Servant)

* N.B.: Government employee may share interesting insights and pictures, if any, of the destination visited while availing LTC on an appropriate forum.