

DEEN DAYAL UPADHYAYA COLLEGE
(University of Delhi)

Proforma for self-certification by the Government employee

1. I, Shri/Smt./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 to (dates of journey). It is stated that I or my family member for whom I wish to avail LTC has/have not availed of the same before in the present block.

2. The Particulars of members of family in respect of whom the Leave Travel Concession is proposed to be claimed are as under:

Sl. No	Name	Age	Relationship with Govt. Servant

3. It is certified that the above facts are true and any false statement shall make me liable for appropriate disciplinary action.

Signature:.....

Name:.....

Designation:.....

Department/Section:.....

N.B.: Please ensure that your proposed LTC Claim is as per rules.