



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
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No.: 224

Dated: 06.02.2026

Notice

As per instructions of Govt. of India vide DOPT Office Memorandum No. 31011/3/2015/Estt(A.IV) dated 18.02.2016, employees (Teaching & Non-Teaching) are required to submit a self-certification regarding the proposed journey in the prescribed proforma attached herewith.

Apart from this, formal leave application, is also to be submitted alongwith the proposal, mentioning therein the date of leaving station and coming back.


PRINCIPAL

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.

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