

**Proforma for self-certification/Declaration by the Railway Employees
intending to avail AILTC**

I Shri./Smt./Km. (Name of the Railway servant) wish to confirm that I am availing AILTC (Any place in India) 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 AILTC has/have not availed of the same during the present block year.

2. Particulars of members of family, who are dependent on me, in respect of whom the all India Leave Travel Concession is being claimed are as under:

Sl.No.	Name(s)	Age	Relationship with the Govt. Servant
i			
ii			
iii			
iv			

3. I am enclosing original copy of PPSC issued on _____ to me by PIA.

3.1 A copy of my leave application is also enclosed.

4. 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 as applicable to Railway servant.

Signature of Railway Servant

Name :

Designation/Branch :

RUID No & Employee No :

Mobile No. :

Signature with date of SO/Branch Officer/Incharge

ERB-I/II/V

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