

Declaration of details of the family members under Leave Travel Concession Rules 1988

I declare the details of my dependent family members with reference to Leave Travel Concession Rules 1988 for official record.

(1) Employee's Personal Details:

1	Name		3	Designation	
2	PF No.		4	Department	

(2) Details of the eligible dependent Family Members:

Sl. No.	Name (s) of the member(s) of the family*	Date of Birth	Age as on date	Relationship	Marital Status	Please mention whether:- (a) Employed (b) Pensioner (c) Family Pensioner (d) Others	Personal Annual Income of the dependent*
a)				Spouse (wife or husband)			
b)				Dependent unmarried Son(s)			
				Dependent unmarried Daughter(s)			
c)				Dependent unmarried widowed, divorced Daughter(s)			
d)				Parents(s)/ Step-parents			
e)				Disabled son(s)			
f)				Minor brothers(s)			
g)				Dependent unmarried Widowed, Divorced Sister(s)			

Declaration:

- (i) I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration.
- (ii) My spouse is (a) not employed () (b) is a Central / State Govt. Servant () and that she/he has not claimed/will not claim LTC for self and dependents from other sources.

(3) Details of other non-dependent/married/unmarried family members for record only.

i)							
ii)							
iii)							

Date:
Signature of the employee

(4) For the use of controlling unit/office of the HOD

Forwarded	Recommended
Section/Unit I/C	HOD

(5) Administrative Approvals:

Checked	Verified & submitted for approval	Approved as per rules for including in the records
Assistant/Jr.Supdt.	AR/DR (Admin.)	DOFA/Registrar/Dy. Director/ Director

Eligibility criteria for dependents for availing Leave Travel Concession Rules, 1988, as indicated below:
[Ref.: II. (I). and IV (I) of Leave Travel Concession Rules, 1988]

II. DEFINITIONS

Family.- The term ‘family’ means: A Government servant’s wife/husband; and two surviving unmarried children or stepchildren, wholly dependent upon the Government servant; Whether they are residing with the Government servant or not.

The “dependency” condition does NOT apply to the Government servant’s spouse.

Married daughters, who have been divorced, abandoned or separated from their husband and widowed daughters, if residing with and wholly dependent upon the Government servant.

Unmarried minor brothers, unmarried, divorced, abandoned, separated from their husband or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

Parents and/or step-parents (stepmother and stepfather) wholly dependent on the Government servant or not.

“Children” include children taken as wards by the Government servant under the “Guardians and Wards Act, 1890” provided such a ward is treated as a member of the family and the Government servant through a special will, has given such a ward the same status as a natural-born child. – Rule 4, *GID* (1).

Income Criteria*

For deciding the “dependency”, income from all sources should not exceed the amount of Family Pension prescribed in Central Government (i.e. Rs. 3,500 p.m.) and Dearness Relief thereon.- *Rule 4 (d) and Explanation 5 and GID* (2).

IV. FAMILY

1. **Both husband and wife are Government servants.-** If both husband and wife are Central Government servants-
 - (a) they can declare separate home towns independently;
 - (b) they can claim LTC for their respective families, viz., while the husband can claim for his parents/step-parents/minor brothers/sisters, the wife can avail for her parents/step-parents/minor brothers/and sisters;
 - (c) the children can claim the concession as members of family of any one of the parents in a particular block;
 - (d) the husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.

In short, they are treated as two independent Government servants-*Rules 7, GID* (18).
