

Self declaration

{Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022}

I (Name of the employee _____) hereby declare and certify that :

I have actually performed the onward journey from _____ to _____ on _____ (date) and return journey from _____ to _____ on _____ for the purpose of Tour/Training. I have also availed the best available fare on the portal of the authorised travel agent.

OR

I/We have actually performed the onward journey from _____ to _____ on _____ (date) and return journey from _____ to _____ on _____ for the purpose of Transfer/LTC/Retirement. I/We have also availed the best available fare in three hour time slot on the portal in the of the authorised travel agent.

The particulars of the self and family members who have performed journey either with the Government servant or separately are as under:-

Sl No	Name	Age	Relationship with Govt Servant

In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time or such other rules applicable to me at the Institute.

Signature

Name

Designation