

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

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

2. I have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. 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.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....