



**P R O F O R M A**

**Self-declaration Certificate for Completion of Journey**

(Annexure to O.M. No.2407/FD/F3/2021-22 dt.08.02.2022)

1. I (Name of the employee ..... )  
hereby declare and certify that:
  
2. I have actually performed the onward journey from .....  
to ..... on ..... (date)  
and return journey from ..... to .....  
on ..... for the purpose of Tour/Training

OR

3. 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.  
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

The HoD/Head of Office/DDO concerned.

**Bank Name:**

**Account holder:**

**Account nr:**

**Branch & Address:**

**SWIFT / BIC:**

**IBAN:**

**Reference:**