

CERTIFICATE

1. Road mileage as shown and claimed is correct to the best of my knowledge and belief.
2. A part of road journey for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46 was also performed in own car.
3. No one shared the expenditure on the road mileage for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46
4. The road journeys were not performed in any other vehicle without payment of its hire charges for incurring its running expenses.
5. I did not use Government or any other free transport for this mileage.
6. I did not perform the road journey for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46 by taking a single seat in any public conveyance excluding steamer which plies regularly between fixed oil and charges fixed rates.
7. The station between which road mileage allowance has been claimed are not connected by rail directly or indirectly.
8. I actually travelled in the Railway class of accommodation as shown.
9. The rail journey were performed by the shortest possible route.
10. The rail mileage shown is correct to the best of my knowledge and belief.
11. The 1st class railway accommodation is available on the list for which 1st class fare has been claimed for the journeys performed by road in my own car.
12. The return tickets were not issued in the railway lines on which journeys were performed by me.
13. I traveled by air and have actually paid _____ as fare.
14. I actually performed official duties at the station for which half daily allowance have been claimed.
15. I did not avail of free boarding and lodging at the expense of the Central Government or a State Government or an autonomous Industrial or Commercial undertaking or corporation or a Statutory body or a local authority in which Government funds have been invested or in which Government have any other interest (N.B. : For being allowed free boarding and lodging the Government servant may draw only one fourth of daily allowance is admissible. If only boarding or lodging is allowed free, he may draw half D.A).

16. The amount claimed in this bill have not been claimed in any previous bill and paid to me and if it is found so I am liable for disciplinary action.
17. I have been paid Rs. _____ as T.A. advance for the journey as shown in the T.A. bill and the amount is adjusted.
18. I have not been paid any T.A. advance for journeys as shown in T.A. Bill.
19. No mileage or transport charge has been claimed in petty contingencies.
20. During the period of halt / halts I was actually and not constructively in camp.
21. The claim preferred in this bill has not been drawn before.
22. I stayed from _____ to _____ at place (Name of Hotel) _____ Provides boarding and lodging at scheduled tariff.

IMPORTANT : PLEASE SCORE OFF THE PARAGRAPHS WHICH DO NOT APPLY THE PERSON WHO SIGNS THE CERTIFICATE IS RESPONSIBLE FOR ITS ALTERATION ETC.

Signature :

Designation :

Date :

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 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
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4. In case 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