



तेजपुर विश्वविद्यालय/TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुलसचिव का कार्यालय/OFFICE OF THE REGISTRAR

नपास :: तेजपुर - 784028 :: असम/ Napaam :: Tezpur - 784028 :: Assam

No. F.11-10/II(E)/285

Date: 28-04-22

NOTIFICATION

(through website and email)

This is for information of all concerned that in compliance with the directives issued by the Ministry of Finance, Government of India vide OM No.19024/03/2021-E-IV Dated 31.12.2021, henceforth in all cases of **air travel** where the Government of India bears the cost of air passage, the concerned employee has to submit a self-declaration certificate / undertaking in the prescribed proforma (available in the University Website) **within 7 days of completion of journey**. TA bills including LTC bills may be submitted later as per the existing rules.

The declaration is required to ensure timely payment of air tickets to the authorized travel agents as well as to confirm the performance of journey on tour/ training/ LTC/ retirement, etc.

Accordingly, all concerned are requested to submit the aforesaid self-declaration to the **Office of the Finance Officer** within the prescribed time limit.


(Biren Das)
Registrar

Copy for information and necessary action to:-

1. The Pro Vice Chancellor, Tezpur University.
2. The Finance Officer, Tezpur University.
3. The Secy. to the Vice Chancellor, Tezpur University for kind information of the Vice Chancellor.
4. The Webmaster, Tezpur University.
5. All employees.
6. Concerned File.


Registrar

TEZPUR UNIVERSITY

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 31st December, 2021)

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

OR

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

Sl. No.	Name	Age	Relationship with the employee

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 employee

Designation

Employee ID

Name of the Department

Ref.: Order No. Dated :

Note: To be submitted within 7 days of completion of journey.