

No.19030/3/2014-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
\*\*\*\*

North Block, New Delhi,  
Dated the 23<sup>rd</sup> June, 2020.

OFFICE MEMORANDUM

**Subject: Travelling Allowance Rules- Submission of Boarding Pass alongwith TA Bill.**

The undersigned is directed to refer to this Department's O.M. No.19030/3/2014-E.IV dated 08.10.2014 regarding submission of Boarding Pass as a proof that the journey was actually performed by the official.

2. Several references are being received in this Department to do away with the condition of submission of Boarding Pass with the TA claims. The matter has been considered in this Department and it has been decided that in case, a Government servant is unable to submit the Boarding Pass alongwith TA Bill, he can submit a self-declaration certificate in lieu of Boarding Pass alongwith TA Bill. The proforma for self certification is enclosed as **Annexure**. The proforma needs to be countersigned by the Controlling Officer in case of officials below the Under Secretary level (i.e. from Pay level 10 and below) .

3. These instructions will be applicable in respect of journey on tour performed by employees of Central Government. Ministries/Departments are advised that these instructions may be brought to the notice of all concerned for compliance.



(Nirmala Dev)

Deputy Secretary to the Government of India

**All Ministries / Departments of the Government of India as per standard distribution list.**

**Copy to: C&AG, UPSC etc as per standard endorsement list.**

(Annexure)

**Self-declaration Certificate in lieu of Boarding Pass**

(In terms of OM No. 19030/3/2014-E.IV dated 23.06.2020 issued by D/o Expenditure, M/o Finance, Government of India)

I (Name of the employee....., S/o or D/o.....) hereby declare and certify that:

1. I have misplaced my Boarding Pass and do not have a digital/physical copy.
2. I have actually performed the onward journey on Tour from..... to ..... on ..... (date) using the air ticket purchased by my office/by me vide PNR No..... dated..... Issued by ..... (Name of Airlines Company/Authorised Agency) to visit.....(address of the office visited).
3. I have actually performed the return journey on Tour from..... to ..... on ..... (date) using the air ticket vide PNR No..... dated..... Issued by ..... (Name of Airlines Company/Authorised Agency) to visit.....(address of the office visited).
4. I further declare that I have neither claimed nor I will claim part or full of this claim for this journey from any other source/office.
5. 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 and to refund the sum along with penal interest thereon to the Government.

(Signature/Thumb impression)

Name of the Government Servant.....

Designation.....

Name of the Office.....

Countersigned by Controlling Officer