

**UNDERTAKING**

I \_\_\_\_\_, NO \_\_\_\_\_ WOULD LIKE TO TAKE LTC ADVANCE/CLAIM FOR THE BLOCK YEAR \_\_\_\_\_ ALL INDIA TOUR LTC CLAIM/HOME TOWN TO VISIT FROM DELHI TO \_\_\_\_\_ (LAST DESTINATION) I WILL BE RESPONSIBLE TO ADJUST/SUBMIT LTC FORM WITH ALL THE RELATED TICKETS/BILLS (ACTUAL FARE)/PAPERS/LEAVE SANCTIONED /DEPENDEN CERTIFICATE IN ORIGINAL AND ONE SET OF PHOTOCOPY OTHERWIS RECOVERY MAY BE MADE FROM MY SALARY WITH PANEL INTEREST. I SOLEMNLY UNDERTAKE THAT I WILL PURCHASE THE TICKETS FROM THE AUTHORIZED AGENT VIZ. M/S BALMER LAWRIE & COMPANY, M/S ASHOKA TRAVELS & TOURS AND IRCTC OR DIRECT FROM THE AIR INDIA/AIRLINES IN ECONOMY CLASS UNDER LTC-80 (BOOKING COUNTERS, WEBSITE OF AIRLINES). I WOULD NOT BE BOOKED TICKETS THROUGH OTHER AGENCIES. I WILL RESPONSIBLE FOR ANY MISUSE OF LTC AND I SHALL BE LIABLE FOR APPROPRIATE ACTION UNDER THE RULES.

**CERTIFICATE:-** IT IS CERTIFIED THAT THE ABOVE FACTS ARE TRUE AND ANY FALSE STATEMENT SHALL MAKE ME LIABLE FOR APPROPRIATE ACTION AND THE RELAVANT DISCIPLINARY RULES. IT IS CERTIFIED THAT AIR TICKETS HAS BEEN PURCHASED FROM AUTHORIZED AGENTS OR OFFICIALS WEBSITE OF THE AIRLINES ONLY.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

RANK & NO. \_\_\_\_\_

PIS NO. \_\_\_\_\_

POSTING \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

## Self-Certification

- (i) I certify that the airfare claimed by me is in respect of the fare charged by the Airline for the air journey only and does not include any charges for any facility/undue benefit including boarding/lodging / local transport.
- (ii) I also certify that, I have booked the ticket at the lowest fare available for the destination at the time of booking for scheduled date and time of departure. I am aware that suppression of any information or furnishing wrong information will render me liable to disciplinary action.
- (iii) Supervising officer of the applicant may also be checked whether the tickets were booked at lowest fare available that date. Attention the Ministries/Departments is also invited Rule 3(1) of Central Civil Services (Conduct) Rules, 1964 which requires the Government servants to maintain absolute integrity all times. In addition, cheating/fraud also attract various sections of Indian Penal Code 1860. Supervising officer of applicant should therefore not hesitate to take severe action against the employees guilty of deliberate malpractices, particularly in collusion with travel agents etc.

(Name and Signature of Government officer)

Forwarding officer:-

I have personally checked the contents and found correct in respects.

Name \_\_\_\_\_

Rank \_\_\_\_\_

Branch/Section \_\_\_\_\_