



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

CIRCULAR

F. 43-259/2024/NIOS/Admn/Pur

Date: 11/09/2024


Subject: Submission of Self-Declaration Certificate after completion of Journey

As per the directions of the Ministry of Finance, Department of Expenditure, Government of India vide Office Memorandum No. 19024/03/2021-E.IV dated 16.6.2022 regarding Booking of Air Tickets on Government account. All ministries/ departments/ subordinate offices/ autonomous bodies are required to ensure strict compliance with the order. To avoid financial implications and facilitate verification of journey, submission of a Self-Declaration Certificate is mandatory after completing journey performed for official purpose.

Therefore, all officers and officials from various Departments/Sections/ Branches/ Units and Cells of NIOS Headquarters are required to fill the Self-Declaration Certificate in the enclosed prescribed format and email duly filled certificate at purchase@nios.ac.in within 2 working days after completing each official journey for which ticket(s) was/were booked by NIOS.

All the Regional Directors are also requested to ensure compliance at their end.

Encl: Performa


(Col. Shakeel Ahmad)
Secretary, NIOS

Copy to:-

1. P.A to Chairperson, for kind information of the Hon'ble Chairperson.
2. P.A to Secretary, for kind information of Secretary.
3. P.A to all HODs, for kind information of the concerned HOD.
4. All Regional Directors, NIOS
5. All officers at the level of SO & above for necessary action.
6. Hindi cell for translation.
7. SAP with a request to upload this circular on NIOS website.
8. Office order file.





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Self-Declaration Certificate for Completion of Journey.

To,

Purchase Branch

Administration Department

NIOS, HQ

I _____ (Name of the employee) hereby declare and certify that:

I have actually performed the onward journey from _____ to _____ on
_____ and return journey from _____ to _____ on _____ for
the purpose of official Tour/Training.

Date:

Place:

(Signature)

Name of the employee _____

Designation _____

Department _____

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा-201309 (उ.प्र.) • दूरभाष : 0120-4089800 • फैक्स : 0120-2403172

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