

SELF DECLARATION TO BE GIVEN ALONG WITH LEAVE/TOUR APPLICATION

I _____ (Name) _____ (designation) hereby
declare that :-

1. I am proceeding on Leave/Tour due to urgent & important work to _____
(place) which is not a containment Zone/Area at present.
2. I will not visit any other place (other than my leave/Tour station) without prior
permission of Competent Authority of the Institute.
3. During my journey & Leave/Tour period, I will follow all the guidelines related to COVID-
19 (i.e. wearing of mask, observing social distancing, washing hands regularly, etc.)
4. At the time of joining duty after completion of Leave/Tour, I will give a self declaration
in the respective format.
5. The above information is correct & true to the best of my knowledge and at any time if
it is found that above information is incorrect than I will be liable for any action as per
existing rules/law.

Sign of staff

Place: _____

Name: _____

Date: _____

Designation _____

Counter Signed

(Reporting Officer)