

Self-declaration for booking /cancellation of air tickets less than prescribed hours as per GOI OM

(Ref: Ministry of Finance OM no: 19024/032021-E.IV dated 16th June-2022)

Kindly score out Para 1 or Para 2 whichever is not applicable

1- I hereby certify that due to urgent nature of duty as given by(division name). I need to proceed for booking of air ticket in less than 72 hours of journey:

a) Fromto on datedFlight No.....for (purpose).....

b) Fromto on datedFlight No.....for (purpose).....

2-Due to unforeseen circumstances and emergent work-related requirement, I have cancelled my air ticket less than 24 hours of journey:

a) PNR number..... Flight No.....Fromto on dated

b) PNR number..... Flight No.....Fromto on dated

Signature:

Date: