

DECLARATION TO BE SUBMITTED BY EMPLOYEES

To
The Unit HR Head
_____ **Unit**

Date:

Through: HoD

I, Smt./Ms./Shri _____, St.No _____,
Desg. _____ Div _____ hereby declare that -

1) I have / have not travelled during the period of lockdown.

If travelled details thereof –

a) Place of travel _____

b) Duration _____ (from _____ to _____)

c) Reason _____

2) I am having / not having any symptom of COVID-19 (cough, cold, fever, body pain etc.):

3) I reside / do not reside in a containment area notified by State Govt. w.r.t. Covid – 19:

4) I was under / not under self-quarantine during the period of lockdown:

5) I was in contact / not in contact with any suspected or confirmed case of COVID 19 during this lockdown period:

6) I / my family member participated / did not participate in any meeting or gathering during lockdown period where more than 20 persons attended:

(Signature)

Name:
St.No

Date: