

C E R T I F I C A T E

(Forming Part of the Travelling Allowance Bill)

1. Certified that I have actually undertaken the journey on the dates and by the class/mode of transport mentioned in the T.A. Bill.
2. Certified that particulars given in the bill are correct and the local conveyance, if any, claimed in the bill were in connection with official journey and user actually paid by me.
3. Certified that no free accommodation/transport was provided to me at the place of visit.
4. The bill may be settled after adjusting the advance given to me for the tour.

Date.....

.....
(Signature of the claimant)

Certified that Dr./Mr./Mrs./Miss.....
reported back for duty on.....AN/FN.

Date

Administration Deptt.

The bill has been verified with the approved Tour programme and the amount of the claim has been checked and worked out as follows :

1. Air/rail/bus fare	Rs.	
2. Daily allowance	Rs.	
3. Local Conveyance	Rs.	
4. Others	Rs.	Rs.

LESS

1. Cost of tickets arranged by office	Rs.	
2. Advance paid	Rs.	Rs.

NET AMOUNT PAYABLE/RECOVERABLE Rs.

The claim may be approved for Rs. and after adjustment of advances, he/she may be paid Rs. he/she may be asked to refund Rs.

Account Officer

T.A. claim approved for Rs. Received Rs.

Secretary/Director

Claimant's Signature