## TRAVELLING ALLOWANCE JOURNAL

Name: T. No.: Bill Unit No. Headquarters: Desig: P. F. No. Rate Of Pay: Month: Division:

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## **CERTIFICATE**

- 1. Certified that no TA/DA or any other remuneration has been drawn from any other source in respect of Journeys performed on duty pass and also for the halts for which TA/DA has been claimed in this bill.
- 2. Certified that the officer was actually and not merely constructively in camp on Sunday/Holiday.
- 3. Certified that the officer/staff was absent on duty from H. Qrs. Station during the period.
- 4. Competent Authority's sanction has been obtained for performing Journey.
- 5. Certified that the expenses have actually been incurred in the discharged of railway duties and the amount has actually been spent in the interest of administration.

6.	I hereby certify that the above mentioned	was absent on duty from his headquarters
	station during the period charged for in the on Railway Premises.	

**Controlling Officer** 

**Head Office**