

**PROFORMA OF CERTIFICATE TO BE FURNISHED BY THE “RETIRED EMPLOYEE” IN RESPECT OF T.A. AVAILED FOR SELF & FAMILY AND FOR TRANSPORTATION OF PERSONAL EFFECTS.**

1. I have been paid an advance of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards TA for self and family members on retirement and also for transportation of personal effects.

2. I hereby certify that I have actually spent Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards journey expenditure for self and family members and also for transportation of personal effects. Accordingly, the TA advance paid to me be treated as settled.

(OR)

3. I hereby certify that I and my family members shall be performing the journey by the titled class of journey in due course and my personal effects would also be transported. Accordingly, the T.A. advance paid to me may be treated as settled.

(OR)

4. I have been paid an advance of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards TA for self and family members on retirement and also for transportation of personal effects. My actual expenditure is Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) which is less than the amount paid as advance. Unutilized balance is being refunded by me separately.

Signature of the employee

Name :

Emp.No. :

Designation :

Department :

Date :