

Name _____ Designation _____

Head Quarters _____ Division _____ Pay _____ Month _____

Date 1	Train No. 2	Time Left 3	Time Arrived 4	Station		Kms 7	Days 8	Object of Journey 9	Rates	
				From 5	To 6				Rs	Ps

1	2	3	4	5	6	7	8	9	Rs	Ps

I hereby certify that the above mentioned employee was absent on duty from his headquarters station during the period charged for the bill on Railway business.

Countersigned

Controlling Officer

Head of Office

Signature of the officer claiming T.A.