

To

AO/Pay & Accounts
PSTCL, Patiala.

HOUSE RENT CERTIFICATE TO BE SUBMITTED BY _____

1. Name of employee & Code No. _____
2. Designation & Office _____
3. Pay & Special Pay _____
4. Residential Address _____

5. Whether residing at H.Q _____
6. If residing at a place other than the H,Q whether
permission of the competent authority to leave
the station has been obtained. _____
7. Whether the employee and his/her wife/husband _____
has been allotted residential accommodation an
autonomous public undertaking of Central Govt.
Union Territory Admn, (including LIC and Nationalised Banks)
or a semi Govt. Organisation.
8. In case the employee was occupying Govt. accommodation, _____
it may be certified that he did not leave the Govt,
accommodation was offered to him and it was refused?
9. Whether entitled to rent free accommodation , if so, _____
whether the rent free accommodation has been provided.
10. Date on which accommodation vacated at previous _____
station on transfer.

Place _____

Date _____

Signature of the employees

CERTIFICATE FOR THE DRAWL OF LOCAL OUTDOOR DUTY ALLOWANCE/SPECIAL ALLOWANCE

- i) The Vehicle Car/Scooter. Motor Cycle bearing No. _____
in registered in my name and that it is being used for Board work.
- ii) I have not been provided with the Board's Vehicle.
- iii) My duties involve extensive touring within the radius of 5 miles/ km from office
within the municipal limits or my head quarters whichever is wider.
- iv) I have not used any vehicle of the Board for local journey within 8 km during
the month.

(Signature of employee)