

Certified that I, (Name & Designation) was on duty for the period mentioned against each date above beyond office hours for official work. Necessary entries with regard to overtime duty performed as mentioned above has been made in the OTA register vide page no.....

Amount of OTA claimed Rs.()

Signature of the Claimant

CERTIFICATE

Certified that the Government Servant/Government Servants in whose case the overtime allowance has been claimed in this bill was/were required under specific orders to sit late in office after having put in work during prescribed hours on for disposal of urgent work which, in public interest, could not be postponed till the next working day.

Certified that the amount claimed in this bill is in accordance with the rates specified in paragraph 7 of the Government of India, Ministry of Finance (Department of Expenditure's) Office Memorandum No. 15011/2/EII(B)/76, dated the 11th August, 1976, as modified by OM No. 15012/3/86-Estt. (Allowances), dated the 19th March, 1991, and is according to the principles laid down therein and does not exceed the ceiling of overtime earnings prescribed in those orders, necessary certificate having been obtained from the officers concerned for payment of overtime allowance to the Personal Staff in excess of the prescribed ceiling.

Also certified that the Government Servant(s) concerned did not receive any other remuneration/conveyance charge or compensatory leave for the performance of that overtime work. Time of arrival and departure has been verified from the relevant records. All the entries have been checked and found correct by the undersigned.

Signature of Controlling Officer