

I certify that the number of hours worked as extra duty and the amount claimed overleaf is correct. I am aware that in the event of any error of irregularity being detected after payment is made to me that I would be surcharged and disciplinary action taken against me.

- a) All particulars furnished above are correct.
- b) I am not holding a consultant appointment.
- c) I have not other to do channeled consultation during the above month.

Total amount claimed (In figures & words)

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.....

.....

Date

.....

Signature of Claimant

Consultant's certificate: I certify that particulars given herein are connecting. I am personally Satisfied that extra duty payment has been actually earned.

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**Signature & official seal of the
Supervising consultant.**

I Certify that the number of hours indicated above is the number of extra hours worked during The month of 20..... his/her attendance and entries with record to the time of arrival and departure in the diary have been checked and found correct.

.....

Date

.....

Signature

I Certify and approve that particulars furnished above have been checked and found correct.
This officer can be paid Rs.....
and cents..... only as extra duty payment.

.....

Date

.....

Head of the Institution

I certify from personal knowledge and from the certificate in the relevant files / over lead that
the above services / works and as in accordance with regulation / contract fair and reasonable.

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Date

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Signature & titel of the officer

Certifying expenditure.

Received this day of in payment of
the above to amount the sum of Rs..... and
cents..... Only.

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Date

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Signature of payee.