



**CIRTFICATE TO BE FURNISHED BY AN EMPLOYEE / WORKER OF THE OPTCL  
AND OFFICERS UNDER DEPUTATION FROM GOVT. FOR GRANT OF  
HOUSE RANT ALLOWANCE.**

1. I certify that I am not in occupation of a Govt./GRIDCO/OPTCL accommodation during the period in respect of which the house rent allowance is claimed.
2. I certify that I am incurring expenditure on hiring accommodation for my residential purpose in Village/Town \_\_\_\_\_ (mention the detail address) which is within 8 Kms. of my Head Qrs.
3. I am residing in my own house of house owned by my Wife/Son/Children/Father/ Mother/Husband in Village/Town \_\_\_\_\_ (mention the detail address)
4. I certify that I have retained my family at Village/Town \_\_\_\_\_ (here mention the detail address) and I am continuing to incur expenditure on hiring accommodation for the purpose.
5. I have sent on training from \_\_\_\_\_ to \_\_\_\_\_ but I have retained my family in Village/ Town \_\_\_\_\_ (mention the detail address) and incurring expenditure on hiring of accommodation.
6. I certify that my Husband / Wife is also posted/ is also not posted at my headquarters and employed at present in the of \_\_\_\_\_ from date (here mention the detail address) is in receipt of house rent allowance/house rent reimbursement/has been provided with accommodation/has not been provided with accommodation \_\_\_\_\_ (mention here the Govt/Govt. Deptt. / Organization).

I have been working as \_\_\_\_\_ under Head Office/~~Field office~~ (Name of Office of OPTCL) since \_\_\_\_\_.

FULL SIGNATURE OF THE OFFICER/EMPLOYEE  
DESIGNATION/SECTION/OFFICE  
DATE.  
Emp. ID -

N.B:- Strike out the portion not applicable.