

TRAVELLING ALLOWANCE CLAIM FOR MOVES ON PERMANENT TRANSFER

Details in respect of the Claimant

Name..... Corps/Office.....

Personal No.....Pay Account No.....Pay.....Rs.....

Transferred from..... Rule in TR / SR.....

No and date of letter. Pt. II orders, POR etc authorizing the move.....

Time Date and Place

Departure.....

Arrival.....

Details of family members

Total No.

Wife / husband / father / mother

Children / Sisters / Minor brothers

12 years and above

Over 3 years and under 12 years

3 years and below

Particulars of journey		Mode of Conveyance	Class	Distance	Rate	Rs.	P.
From	To						
Residence	Rly Station						
Rly Station	Rly Station						
Rly Station	Residence						
Daily Allowance	For Adults... For Minors						
Personal Effects							
Luggage	Weight						
Luggage							
Conveyance							
Cartage-Residence to Booking Office							
Booking Office to residence							
Transfer Grant							
Advance received from.....in.....Total.....							
Received payment Rs.....P.....(Rupees.....)							

Signature of the Claimant

Revenue Stamp

Cheque to be drawn on

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*Actual time of departure and arrival and dated from Rly Station, Air Port etc. should be shown

**Details of members of family wholly dependent on Govt Servant for whom the claim is referred should be shown. (If claims are preferred separately, reference to earlier claim should be given)

I certify, that (i) the journeys set out on the reverse have actually been performed by the mode and class indicated against the relevant columns and distances stated in the claim are correct.

(ii) I certify that my legitimate child/children/step child/children/parent(s)/Unmarried Sister(s)/Minor brother(s) for whom fares etc. have been claimed reside(s) with me and is/are wholly dependent on me and that his/her/their individual income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of death-cum-Retirement gratuity) does not exceed Rs. 250/- P.M.

(iii) I certify that no Govt. transport was provided for the journeys for which mileage and/or cartage have been claimed and that no Warrants, concession vouchers have been used by me/my family for which a claim has been preferred.

(Note :- Score out certificates/portions not applicable)

Station.....

Date..... (Signature of the Claimant).....

Countersigned as correct claim

(Signature of the Controlling Officer)

(Name, Rank & Appointment of Officer Countersigning the claim)

(FOR USE BY DEFENCE ACCOUNTS DEPARTMENT)

TA Audit Register Page.....

Demand reg. Page.....

Classification.....

	Passed for Rs.....Rupees	Debt.	Vr No.....for.....
Receipts	Charges.....	Paid Rs.....	
	In favour of.....	Pay Cheque No.....Dt.....	
on.....Treasury	on.....on.....Treasury	

Auditor

SO(A)

AO/ACDA

Auditor

SO(A)

AO/ACDA

INSTRUCTIONS

1. Copies of sanctions (except secret or confidential) should be attached with the claim.
2. Sanction of competent authority where necessary should be attached.
3. Claim should be countersigned by the Controlling Officer at New Duty Station.
4. When journey is on Warrant, etc. full particulars should be given.
5. Receipt Vouchers in support of payment made for transporting luggage and other conveyance should be submitted with the claim.
6. The claim in adjustment of advance taken for the move should be submitted immediately after completion of journey.