

REGD

No.T/01/TADA/LTC/Vol-I  
Office of the GDA (T-Section)  
Udayan Vihar, Narangi  
Guwahati - 781171  
Dated 20/08/2014

To

The All Unit/Formation

Subject : Submission of TA/DA/LTC claim : Early settlement there of

It is intimated that huge number of Requisition of advance on account of Tour/Pmt Posting /Home Town LTC/All India LTC in respect of Defence Civilian and adjustment claim with advance or without advance are being received in this office from all the Unit /Formation .

However, it has been observed that in many instances bills are not admitted in audit **due to incomplete information/documents provided with the bills** which naturally increases unnecessary correspondence between Unit/Formation and this office.

To overcome from this situation a check list for Ty TADA/Pmt TADA/LTC claim is enclosed herewith for your ready reference and perusal please. The dealing Assistant may kindly be advised to go through the check list and to ensure providing all the requisite information/attaché the supporting documents while submitting to this office.

It is also requested that a copy of the check list duly filled up may kindly be enclosed with the respective bill to enable this office to cross link with the information/documents.so as to clear/pass the bill in time without any observation.

The check list may also be downloaded from the CDA Guwahati website [www.cdaguwahati.gov.in](http://www.cdaguwahati.gov.in) .

Further, the check list prepared by this office is only for guidelines and may not cover all rule & regulations implemented from time to time.

Your co-operation in this regard is highly appreciated.


Please acknowledge receipt.

Encl : Four

  
( Pritam Dutta )  
Deputy Controller

Copy to :

✓ The Officer-in-charge : It is requested to upload the same in the official website of  
EDP Section CDA Guwahati.

  
( Kalpana Sinha )  
Sr Accounts Officer

**CHECK LIST FOR TEMPORARY TADA/ADJUSTMENT CLAIM**

Name : \_\_\_\_\_ Rank: \_\_\_\_\_ No. \_\_\_\_\_ Name of UNIT : \_\_\_\_\_

Basic or Industrial :

Pay Accounts Office:

Sl No	Check list	Say Yes/No	Remarks
1	Whether Bill has been submitted in proper format		
2	Whether bill is submitted within 15 days of completion of journey in case of advance taken.		
3	Whether Bill signed by the claimant with Revenue stamp in case of more than Rs. 5000/-		
4	Whether Bill is signed and countersigned		
5	Whether copy of Specimen signature and delegation of power has been forwarded to the CDA Guwahati.		
6	Whether Movement order is enclosed		
7	Whether Move sanction is enclosed		
8	Whether Pay Band & GP has been mentioned		PB : Rs GP: Rs
9	<b>Whether advance taken, amount of advance</b>		<b>Amount: Rs</b>
10	Whether <b>previous advance</b> on account of Ty TADA is still outstanding. If so (i) Amount of advance (ii) Whether bill has been submitted	i) ii)	
11	Whether the Tickets/Boarding pass for journey performed are attached		
12	Whether travelled by entitled class of journey. If so mode of conveyance & class of journey. <b>Mode of Conveyance</b> <b>Class of Journey</b> <b>Mode of Conveyance</b> <b>Class of Journey</b> <b>Taxi :</b> <b>AC or Non AC</b> <b>Train :</b> <b>Bus :</b> <b>AC or Non AC</b> <b>Air :</b>		
13	Whether the distance for which mileage has been claimed is correct		
	Whether PNR No. of the railway ticket has been quoted in the remarks column of the claim.		
14	Bill submitted in <b>Old rates or in New rates</b> <b>( Bill should not be submitted partly in old rates and partly in new rates)</b>		
15	Whether Hotel is Registered and bill enclosed <b>(Unregistered Hotel Receipt can not be admitted)</b>		
16	Whether Food Charges claimed and bill enclosed		
17	Whether Local journey claimed and receipt enclosed		
18	In case of journey by Air India whether ticket purchased from authorised agent/Air lines Booking Counter/Air India official Website		Except who are not authorised to travel in Air. Their bill may be restricted to entitle train fare or actual journey below entitle class.
19	In case of deviation from Sl No. 18 above, whether sanction from MOD is enclosed		
20	In case of Private Air lines, whether Sanction from Ministry of Civil Aviation is enclosed		
21	Any other information :		
22	<b>Total amount of Bill : Rs</b> <b>Voucher No. and date :</b>		

Date :

Signature of Dealing Assistant

