

CHECKLIST
FOR SUBMISSION OF
TA/ DA Re-imburement Bills to be financed from TARP Sources
for Local Trainings

S#	<u>Requirements</u>	<u>Please Tick (✓)</u> <u>Mark, where</u> <u>applicable</u>
1	TA/DA Advance claim be lodged on proper TA/DA Bill form duly <u>signed by the claimant</u> and <u>countersigned</u> by the <u>controlling officer</u>	<input type="checkbox"/>
2	DA may be claimed as per entitlement with reference to BPS and the station (i.e. special DA for specified station and ordinary DA for other stations)	<input type="checkbox"/>
3	TA/DA bill may be supported with the sanction of the competent authority showing the purpose, duration and schedule, etc.	<input type="checkbox"/>
4	Hotel charges will be admissible upto 1½ DA for non-specified stations while it will be admissible upto three DA at specified station subject to production of hotel receipts. In case, the receipt is less than the ceiling then it will be restricted upto actual, and in case it is greater than the ceiling then it will be restricted upto the ceiling. Ceilings fixed are inclusive of taxes, duties, etc.	<input type="checkbox"/>
5	DA count will be as per night spent outside the Headquarter (i.e. beyond 16 KM)	<input type="checkbox"/>
6	Road fare may be claimed as per the scale prescribed in the TA/DA Rules.	<input type="checkbox"/>
7	Airfare may be claimed for the shortest possible route for economy class as per actual airfare ticket. E-ticket may be supported by the boarding cards. In case of ticket other than e-ticket, the used actual air ticket will be required with the TA/DA bill.	<input type="checkbox"/>
8	Taxi hired charges at both the terminals will be restricted for one time journey (i.e. at departing terminal from residence/office to airport and then from airport to desired destination, it may be hotel or office and no taxi charges will be allowed for day to day journey from the duty place to residence and back. The same process will be replicated.	<input type="checkbox"/>
9	The journey (air + railways) must be performed as per the class of entitlement.	<input type="checkbox"/>
10	The TA/DA adjustment bill must be supported by the course attendance certificate and the other certificates as prescribed in terms and conditions of the training's agreement.	<input type="checkbox"/>