

# CHECKLIST FOR SUBMISSION OF

## TA/ DA Advances and Adjustment Bills to be financed from TARP Sources for Foreign Trainings

| S# | <u>Requirements</u>                                                                                                                                                                                                                                             | <u>Please Tick (v)<br/>Mark, where<br/>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 by the controlling officer</u>                                                                                                                  | <input type="checkbox"/>                              |                                             |
| 2  | The claim must be restricted upto 80% of the DAs admissible at the station and 100% for airfare (carrier has to be PIA)                                                                                                                                         | <input type="checkbox"/>                              |                                             |
| 3  | The claim must be restricted upto 30% of DA admissible at the station where boarding/lodging facility is provided by the hosting institution and where the out-of-pocket expenses mentioned in the invoice, the same be deducted from 30% of the DA admissible. | <input type="checkbox"/>                              |                                             |
| 4  | The claim must be restricted upto 50% of DA admissible at the station, where only boarding facility is provided by the host.                                                                                                                                    | <input type="checkbox"/>                              |                                             |
| 5  | The claim for transit (maximum 2 days) be restricted upto 30% of the DA admissible at the station.                                                                                                                                                              | <input type="checkbox"/>                              |                                             |
| 6  | The claim for 100% of the DA (+) 15% incidental charges will be entertained only if the boarding/lodging facility is not provided by the host.                                                                                                                  | <input type="checkbox"/>                              |                                             |
| 7  | The bill should be supported by the approved nomination of the competent authority i.e. Secretary Revenue Division                                                                                                                                              | <input type="checkbox"/>                              |                                             |
| 8  | Valid visa evidence must be attached. In case visa is not required for the country then declaration be given about it.                                                                                                                                          | Provided<br><input type="checkbox"/>                  | *To be provided<br><input type="checkbox"/> |
| 9  | Copy of Air Ticket using PIA carrier should be provided stating the detailed itinerary.                                                                                                                                                                         | <input type="checkbox"/>                              |                                             |
| 10 | The shortest possible air route through PIA carrier will be used with economy class, however for using any other airline (other than PIA), NOC from Finance Division will be required for processing the claim.                                                 | <input type="checkbox"/>                              |                                             |
| 11 | Invoice from the Travel Agent should also be enclosed with the advance claim to facilitate decision for determining the amount of airfare, etc.                                                                                                                 | <input type="checkbox"/>                              |                                             |
| 12 | Invoice for the course fee should also be enclosed. This can be done in coordination with HRM Wing/Concerned Institution. (Fee will be remitted after evidence of valid visa)                                                                                   | <input type="checkbox"/>                              |                                             |
| 13 | A declaration must be given that the advance bill will be got adjusted within 15 days after the completion of the training/course/seminar/workshop/study tour, etc.                                                                                             | <input type="checkbox"/>                              |                                             |
| 14 | Adjustment bill must be submitted on TA/DA bill form duly supported by the original used air tickets, boarding cards (counterfoils), hotel bills, proof of attendance/certificate/ course (training) report, study tour/visit report, etc.                      | <input type="checkbox"/>                              |                                             |

\*In case valid visa is not readily available, then the officer may request FBR for processing of claim, subject to release of claim amount and remittance of course fee on production of visa.