

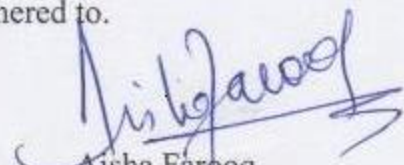
GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

Subject: **PROCEDURE REGARDING AVAILING TA/DA ADVANCES /
SETTLEMENTS FROM TARP FUNDING**

Existing system for availing TA/DA advances and subsequent settlements thereof has found to be defective. In order to adopt the correct procedure as required under the relevant rules/procedures following has been decided:

- (i) After approval of nomination by the competent authority, the nominated officer may approach the SP&S Wing to complete the following formalities for claiming TA/DA advances:-
 - (a) Prescribed standard TA/DA form duly filled, signed and counter-signed by the supervisory officer along with copy of the nomination letter may be submitted to TARP Expenditure Section for claiming advance TA/DA.
 - (b) Copy of valid visa for undertaking visit abroad will be required along with advance TA/DA claim. Claim papers will not be processed without valid visa evidence. In case visa is not required for particular destination then a declaration for that purpose will be required.
 - (c) At the time of receiving cheque for TA/DA advance from TARP Expenditure Section, concerned official will be required to furnish an undertaking that within 15 days after returning from abroad/attending the course/training, TA/DA adjustment will be submitted along with the related original documents including hotel invoice, counter-files of boarding passes, air-tickets in original, etc. In case of failure to do so, advance TA/DA given to the official may be recovered from his/her salary.

2. Above has the approval of the competent authority. It is requested that in order to avoid any inconvenience while claiming advance TA/DA or furnishing final adjustment claims, procedure highlighted at Para 1 (iv) may be adhered to.


Aisha Farooq
Secretary (HRD)
19/2/11