



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-500 009

## Office of the Controller of Defence Accounts

No.1, Staff Road, Secunderabad – 500 009

दूरभाष/Telephone: 040-27843385/27847957/27841676

फैक्स/Fax: 040- 27817275/27810499/27816562

No. T/6101/Gen Corr/Vol-II

Dated: 28/08/2019

To,

All Units / Formations under CDA Secunderabad

Sub : Checklists for Temporary Duty/Permanent Transfer/LTC claims – Defence Civilians/ Industrial Employees.

It has been observed with concern that there is a considerable high percentage of bills pertaining to TA/DA, LTC and Permanent Transfer which are being returned to the Units/Formations for various reasons viz. non availability of documents with the claims, Time Barred Claims, resubmission of Time barred claims without sanction of Competent Authority as per GFR 2017 Para 296(2), non availability of funds etc.

This office has devised checklists/ compliance sheets for all types of bills dealt in the TA Section and the same was uploaded on the CDA website

However to obviate the return of Bills due to non-Compliance of checklists points and to avoid all-round correspondence, the competent authority had directed henceforth all the Bills submitted to CDA office from 16/09/2019 onwards invariably should enclose the relevant checklist according to the nature of the claim, with the bill being forwarded to this office ensuring the requirements under the signature of the authorized signatory of Unit/Formation, for smooth processing of claims and to avoid unnecessary correspondence. If the requisite checklist has not been ticked in r/o respective claims, the claims will not be accepted and diarized at "Records" Section and the same will be returned for necessary enclosure of required documents.

*S. Vatsala*

Group Officer(T)

रक्षा लेखा, स.र.नं.३  
S.VATSALA, IDAS  
रक्षा लेखा सहायक नियंत्रक  
Asst. Controller of Defence Accounts  
का० र.ले.नि., सिकंदराबाद  
O/o THE CDA, SECUNDERABAD.

**Top Sheet / Checklist for Permanent transfer/Retirement Claims**

| <b>Sl No.</b> | <b>Checklist Item</b>   | <b>Complied With (Yes/No)</b> |
|---------------|---|-------------------------------|
| 1             | Top Sheet / Checklist   |                               |
| 2             | Unit Code issued by CDA Office, Transport Section and Nature of Claim i.e. Temporary Duty Adjustment Claim, Public Fund Account of Unit – stamped / mentioned on the forwarding memo.   |                               |
| 3             | Claim initiated on prescribed form i.e. <b>I.A.F.Z. 1715</b> duly filled and countersigned by Countersigning Authority & all columns completed in all respects including the exact place of residence or the place where journey commenced. |                               |
| 4             | Claim signed by the claimant and affixing Revenue Stamp where the amount of the claim is Rs5000/- or more.  |                               |
| 5             | Specimen signatures of Countersigning Authority available with the CDA office.  |                               |
| 6             | Availability of sufficient funds under the relevant Code Head   |                               |
| 7             | GPF No. / PRAN No., Basic Pay, Pay Level mentioned on the claim form.   |                               |
| 8             | Date of submission by Claimant mentioned in the claim form (Instances have been seen that either the date column is empty or only filled with month/Year  |                               |
| 9             | Part II Office Order, Movement Order, Posting Orders are attached in Original / CTC copy, Audited copy of LPC.  |                               |
| 10            | Mentioned in the Posting Order that the Transfer is on “State Expenses” or “Own Expenses”   |                               |
| 11            | Claim initiated within 60 days of Completion of Journey.  |                               |
| 12            | Time Barred Sanction from Govt. Of India with the prior consent of Internal Finance Wing of Ministry / Department concerned is enclosed in case of Time Barred Claim as per Para 296(2) of GFR-2017   |                               |
| 13            | Advance drawn to be mentioned correctly at appropriate place.   |                               |
| 14            | Tickets – Railway / By Air – Self & Family – attached with the claim.   |                               |
| 15            | Travelling by Air – Entitled Official by AIR INDIA only as per the orders of Govt. Of India   |                               |
| 16            | IFA sanction for air journeys performed by Airlines other than Air India in sectors where Air India is operated.  |                               |
| 17            | Air Tickets booked only through Authorised Travel Agents i.e. M/s. Balmer & Lawrie, M/s. Ashoka Travel and IRCTC or directly from the website of AIR INDIA.   |                               |
| 18            | Tickets / Boarding Passes in original are attached with the claim.  |                               |
| 19            | Travel by Rail should be as per entitlement. Train Number, Class of Journey, Ticket Numbers & PNR Numbers to be quoted in the remarks Column.   |                               |
| 20            | Travel by Road between stations connected by train must be performed by public bus only.  |                               |
| 21            | Employee details available in Tulip system of CDA Secunderabad, if not details in the prescribed format duly authenticated by the Competent Authority - attached  |                               |
| 22            | Consignment Voucher and Cash receipt of luggage & conveyance transported attached along with insurance/RC / Form 47 of the Transport Vehicle viz. Truck & List of Articles  |                               |

**Top Sheet / Checklist for Permanent transfer/Retirement Claims**

|    |  |  |
|----|--|--|
| 23 | Ensure that GSTIN Number of Transporter mentioned on the Cash / Goods Receipt produced along with National Permit Certificate  |  |
| 24 | Load of Personal Effects & Distance between the stations (Kms) mentioned on the Transporter Bill/Receipt.  |  |
| 25 | For reimbursement of Two/Four wheeler, Registration Certificate should be in the name of Govt Servant only   |  |
| 26 | Prior permission / Intimation for purchase of personal conveyance.   |  |
| 27 | Waiver certificate from competent authority for admitting the journey fare in case of lost tickets, as per TR-23.  |  |
| 28 | If any document/ticket is lost, certificate under Rule 43 of FR may be attached with the bills.  |  |
| 29 | An employee is also entitled for an additional fare for self for both onward and return journeys, if he has to leave his family behind due to non availability of Govt accommodation. An NAC from the competent authority should be submitted to claim the additional fare.  |  |
| 30 | In cases of transfer within same station No T.A. if no change of residence is involved. If there is compulsory change of residence due to transfer, T.A. for self and family, Actual cost of transportation and CTG equal to one-third of Basic Pay will be admissible on enclosure of vacation & occupational returns certified by the Competent Authority. |  |
| 31 | If any document/ticket is lost, certificate under Rule 43 of FR may be attached with the bills.  |  |
| 32 | Publication of DO-II's duly notifying the retirement address in r/o Retirement claims along with vacation return.  |  |

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### Checklist for LTC Adjustment Claims

| Sl No | Checklist Item   | Complied With(Yes/No) |
|-------|--|-----------------------|
| 1     | Top Sheet / Checklist  |                       |
| 2     | Unit Code issued by CDA Office, Transport Section and Nature of Claim i.e, AILTC/HTLTC Claim, Public Fund Account of Unit – stamped / mentioned on the forwarding memo.  |                       |
| 3     | Claim initiated on prescribed form i.e. <b>TR 25</b> duly filled and countersigned by Countersigning Authority & all columns completed in all respects including the exact place of residence or the place where journey commenced.  |                       |
| 4     | Claim signed by the claimant and affixing Revenue Stamp where the amount of the claim is Rs5000/- or more.   |                       |
| 5     | Specimen signatures of Countersigning Authority available with the CDA office.   |                       |
| 6     | GPF No. / PRAN No., Basic Pay, Pay Level, Advance drawn for LTC mentioned on the claim form.   |                       |
| 7     | Part II Office Order attached in Original / CTC copy duly notifying the All India / Home Town Block year and Sub Block or Calendar Year LTC, and Nature & Period of leave for LTC, declared Home Town as per records & declared place of visit and nearest Railway station along with Date of Appointment. |                       |
| 8     | Certificate regarding Entry in Service Book of the Official for the Block Year attached / CTC copy of Service Book page showing the entry.   |                       |
| 9     | LTC intimation prior to commencement of journey.   |                       |
| 10    | No previous claim for the Block year should have been claimed.   |                       |
| 11    | Family details with ages and dependency duly countersigned.  |                       |
| 12    | Journey actually performed to 'Home Town as per Service Book'/ choice station.   |                       |
| 13    | Marital status and employment certificate of spouse and dependents.  |                       |
| 14    | Option certificate in case of fresh recruits opting for Block Year LTC instead of Calendar year LTC.   |                       |
| 15    | Government servants who have minimum of one year service only entitled for LTC.  |                       |
| 16    | Entry of LTC details in the Service Book.  |                       |
| 17    | Correctness of 'Home Town as per Service Book' and Prior intimation of LTC.  |                       |
| 18    | Date of submission by Claimant mentioned in the claim form (Instances have been seen that either the date column is empty or only filled with month/Year   |                       |
| 19    | Claim initiated within 60 days of Completion of Journey in case where there is "No Advance". In case of "Advance" within 30 days   |                       |

### **Checklist for LTC Adjustment Claims**

|    |   |  |
|----|---|--|
| 20 | Time Barred Sanction from Govt. Of India with the prior consent of Internal Finance Wing of Ministry / Department concerned is enclosed in case of Time Barred Claim as per Para 296(2) of GFR-2017   |  |
| 21 | Travelling by Air – Entitled Official by AIR INDIA only as per the orders of Govt. Of India and Air Fare is not beyond LTC – 80 fares (except designated sectors authorized by Govt. Of India for private airlines).  |  |
| 22 | Air Tickets booked only through Authorised Travel Agents i.e, M/s. Balmer & Lawrie, M/s. Ashoka Travel and IRCTC or directly from the website of AIR INDIA.   |  |
| 23 | Tickets / Boarding Passes in original are attached with the claim.  |  |
| 24 | Employee details available in Tulip system of CDA Secunderabad, if not details in the prescribed format duly authenticated by the Competent Authority – attached  |  |
| 25 | Ensure that the official has travelled by Public Govt. Transport and not by Private Transport. Ticket No, PNR No, Train No's noted on the claim and as far as possible original tickets should be enclosed.   |  |
| 26 | Travel on tour packages is not allowed, except in the case of tours conducted by Indian Tourism Development Corporation (ITDC), State Tourism Development Corporation (STDC) and Indian Railway Catering and Tourism Corporation (IRCTC). In such cases, only the fare component shall be reimbursable provided ITDC/STDC/IRCTC separately indicate the fare component and certify that the journey was actually performed by the Government servant and his family members for which he/she is claiming the Leave Travel Concession. |  |
| 27 | LTC journey by road between the stations connected by train is by public transport only.  |  |
| 28 | Certificate to be given by the controlling officer and Govt servant by ticking / filling wherever necessary and signed.   |  |

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**Top Sheet / Checklist for Temporary Duty Adjustment Claims**

| Sl No. | Checklist Item  | Complied With (Yes/No) |
|--------|---|------------------------|
| 1      | Top Sheet / Checklist   |                        |
| 2      | Unit Code issued by CDA Office, Transport Section and Nature of Claim i.e. Temporary Duty Adjustment Claim, Public Fund Account of Unit – stamped / mentioned on the forwarding memo.   |                        |
| 3      | Claim initiated on prescribed form i.e, <b>I.A.F.Z. 1716</b> duly filled and countersigned by Countersigning Authority & all columns completed in all respects including the exact place of residence or the place where journey commenced.   |                        |
| 4      | Claim signed by the claimant and affixing Revenue Stamp where the amount of the claim is Rs5000/- or more.  |                        |
| 5      | Specimen signatures of Countersigning Authority available with the CDA office.  |                        |
| 6      | Availability of sufficient funds under the relevant Code Head   |                        |
| 7      | GPF No. / PRAN No., Basic Pay, Pay Level mentioned on the claim form.   |                        |
| 8      | Date of submission by Claimant mentioned in the claim form (Instances have been seen that either the date column is empty or only filled with month/Year  |                        |
| 9      | Claim initiated within 60 days of Completion of Journey in case where there is “No Advance”. In case of “Advance” within 15 days.<br>Authority: Rule 290 of GFR-2017  |                        |
| 10     | Time Barred Sanction from Govt. Of India with the prior consent of Internal Finance Wing of Ministry / Department concerned is enclosed in case of Time Barred Claim as per Para 296(2) of GFR-2017   |                        |
| 11     | Move Sanction, Movement Order & Detention Certificate are attached in Original / CTC copy, Part-II office order after completion of Temporary Duty.   |                        |
| 12     | Advance drawn to be mentioned correctly at appropriate place.   |                        |
| 13     | Journey by Car / Taxi – Prior Permission of Competent Authority in public interest / exigencies – is enclosed, as per TR 40 Note 2.   |                        |
| 14     | Travelling by Air – Entitled Official by AIR INDIA only as per the orders of Govt. Of India   |                        |
| 15     | IFA sanction for air journeys performed by Airlines other than Air India in sectors where Air India is operated.  |                        |
| 16     | Air Tickets booked only through Authorised Travel Agents i.e, M/s. Balmer & Lawrie, M/s. Ashoka Travel and IRCTC or directly from the website of AIR INDIA.   |                        |
| 17     | Tickets / Boarding Passes in original are attached with the claim.  |                        |
| 18     | Travel by Rail should be as per entitlement. Train Number, Class of Journey, Ticket Numbers & PNR Numbers to be quoted in the remarks Column.   |                        |
| 19     | Travel by Road between stations connected by train must be performed by public bus only.  |                        |
| 20     | Employee details available in Tulip system of CDA Secunderabad, if not details in the prescribed format duly authenticated by the Competent Authority - attached  |                        |
| 21     | As per 7 <sup>th</sup> CPC bills for claiming food charges are not required.  |                        |
| 22     | Correct rates of DA as per entitlement claimed as per time spent in journey and halt.   |                        |
| 23     | <p><b><u>Reimbursement of Hotel Bills</u></b></p> <p>For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self- certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs.1,000 per day, but it will only be in the form of Reimbursement upon production of relevant vouchers.</p> <p>From Level 9 and above, the amount of claim will be reimbursed on production of vouchers i.e. Hotel Bill with GST No. Clearly printed on the bill.</p> <p>Authority: Annexure to Ministry of Finance, Department of Expenditure OM. No. 19030/I/2017-E.IV dated 10<sup>th</sup> July 2017.</p> |                        |

**Top Sheet / Checklist for Temporary Duty Adjustment Claims**

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|----|---|--|
| 24 | <p><b><u>Reimbursement of Travelling charges / Local Conveyance</u></b></p> <p>Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self- certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, distance covered and places covered etc.</p> <p>From Level 9 and above, the amount of claim will be reimbursed on production of vouchers.</p> <p>Authority: Annexure to Ministry of Finance, Department of Expenditure OM. No. 19030/I/2017-E.IV dated 10<sup>th</sup> July 2017.</p> |  |
| 25 | Waiver certificate from the competent authority for admitting the journey fare in case of lost tickets, as per TR-23.   |  |
| 26 | Bus / Taxi journeys to be supported by Tickets / Receipts and distances travelled are invariably mentioned in the claim and on the bill / Receipts obtained from Taxi operators.  |  |
| 27 | As per 7 <sup>th</sup> CPC the officers/ Staff should stay in those hotels, which are registered / licensed.  |  |
| 28 | If any document/ticket is lost in transit, certificate under Rule 43 of FR may be attached with the bills.  |  |

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