

**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
RIDGE ROAD, JABALPUR**

No. AN/PAY-II/1530/TA

Date:- 07 /06/2019

To,

The Officer-in-Charge,
All sections of Main Office
and All Sub Offices of
CDA Jabalpur

Sub :- Submission of documents alongwith the final TA DA claim

XX-XX-XX

Of late it is observed that requisite documents are not found attached with the final claim of TA/ DA. In order to avoid unnecessary correspondence and undue delay in passing the bills, it is requested to ensure submission of the following documents along with the claim :-

- (1) The claim must be submitted in duplicate copy of claim I.A.F.T. 1716 duly countersigned.
- (2) Employee Account Number, Designation and Level of Pay must be quoted.
- (3) Address of residence, from where the journey has been commenced, must be mentioned in the claim.
- (4) A copy temporary duty order issued by the competent authority must be attached in each claim.
- (5) Temporary duty Completion Certificate/ Admin Order of duty completion certificate must be attached.
- (6) This section is not able to verify the train fare of Tatkal /Suvidha/ Premium Train with reference to PNR. A copy of journey ticket or proof of payment may be attached to enable this section to verify the mode and class of journey with available fare chart of Indian Railway.
- (7) Name of Hotel/Guest house/Mess with full address and period of stay must be mentioned in the certificate part of the claim.
- (8) Hotel bill must be attached in respect of Officers whose Pay level is 9 and above.

This issues with the approval of GO(AN Pay II)


Accounts Officer.