

CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)

CDA (O) A/C NO _____

No. Rank & Name : _____ Basic Pay (BP+Rk Pay+MSP) : _____

CDA (O) A/C No. : _____

Orders for move/duty : _____

HQ/Office : _____

Nature of Move : _____

Station from where journey commenced : _____ Date/ Time of start : _____

Arrival			Distance by road in KM	Conveyance mode/ Class	Departure		No. of DA	Rate RMA/ DA	Amt. (in Rs)	Remarks
Name of Place	Date	Time			Date	Time				

Calculation of TA/DA

- (a)
- (b)
- (c)
- (d)
- (e)

Total	=Rs.
Less ration money for ____ days	=Rs.
Less advance drawn	=Rs.
Net Amount Payable	=Rs.

Cheque to be issued in favor of

Received payment

- (a) Indicate scheduled Train/Air/Bus timings (b) When sharing public conveyance and indicating may be made in remarks column (c) CL or any other leave should be excluded from period of halt at out station.(d) indicate in remarks column the number and date of warrant concession voucher used for the journey

Certified that:-

1. I performed road journey in (a) my own car/ own scooter /bus. (b) Sharing engaging full taxi /scooter /Auto rickshaw _____ - _____ (c) Did not use government transport for which road mileage allowance had been claimed.
2. I did not use railway warrant /concession voucher for any portion of journey for which bill is preferred.
3. I was not provided with free boarding or lodging facilities.
4. I stayed from _____ to _____ at _____ (name of the hotel), which provided boarding and lodging at scheduled tariff (vouchers from the hotel attached).
5. I was actually and not merely constructively present at the out station on the days on which DA had been claimed and I did not proceed on CL or any other leave during the period. I was on Temp. Duty.
6. I have not attended a previous similar course /examination.

(Signature of the officer travelling)

COUNTERSIGNED

Station

Dated

Passed for payment _____ on treasury _____

In favour of _____.

Auditor

Section Officer (A)

Accounts Officer

INSTRUCTIONS

1. The claim should be supported by the (a) Copy of order sanction the move. (b) Copy of sanction of competent authority when the journey is performed by other than the shortest route. (c) A certificate from controlling officer that journey by Mail /Express Train was performed by grade III/IV Govt. servants in public interest. (d) Sanction of the competent authority for grant of DA in excess 30 days vide 230(III)/TR/81 SR.
2. The claim should be countersigned by the authority specified in Rules 81 TR rule 192 SR.
3. In case of local journey the distance between permanent headquarters to the residence Pt. Hqrs to Ty duty point may be shown in the Remarks column.
4. Moves of the officer attending an examination or courses of instruction will be supported by a copy movement order showing name of the examination /course, its authority period and number of times the examination was attended.
5. Time of departure and time of arrival should be given in cases of stay in hotel; time of departure and arrival to and from residence /railway station /bus stand /place of duty, etc. from each journey should also be given.