

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

618, Anna Salai, Teynampet, Chennai 600 018

IMPORTANT CIRCULAR

AN/IV/3004/TA/DA

Dated: 07/05/2019

To


**All GOs/SAOs/AOs/Sections of Main Office, Sub Offices
All PAOs. All DPDOs, O/o IFA(SAC) Trivandrum
O/o IFA, DSSC, Wellington**

Sub : TA/DA adjustment claims : Instructions reg.

While submitting TADA adjustment claims, following instructions may please be strictly adhered to:

- (i) TA/DA adjustment claims should be submitted **in duplicate** duly attested by the Officer in Charge.
- (ii) All the columns in the TA/DA adjustment claims may please be filled properly. Undertaking in page 2 of the TA/DA claim should be properly filled.
- (iii) Authority for move may please be invariably quoted in the claim. Place of commencement of journey may please be mentioned. Copy of the movement order may be enclosed with the claim along with necessary Admin Order regarding relieving and reporting for duty in their HQrs Office.
- (iv) If the journey is from the residence, place may be quoted.
- (v) All the claims should be supported by relevant documents, such as, train/air tickets, boarding pass in case of air journey, bills for stay at registered hotel/establishment having Regn.No / GSTIN No and auto/taxi receipts wherever necessary, etc. In case of journey by train, the PNR number and Ticket number, both should be mentioned in the claim apart from production of train ticket.
- (vi) In the forwarding letter of the TA/DA claim, the purpose of TD move, duration of TD Units visited with dates should be mentioned.
- (vii) **The Savings Bank account number of the individual, IFSC code and name of the branch, should be mentioned in each and every claim. If one bank account is closed, the "closure of account certificate" issued by Bank Authorities is required to update the new bank account no.**
- (viii) As per VII CPC, incidental expenses viz. auto fare is payable @ Rs. 12/km and taxi fare @ Rs. 24/km. The fare is to be claimed with respect to the distance of the places accordingly. Full fare is admitted if the travel is made through Pre-Paid Auto/Taxi from Rly Station / Airport, if claimed with proper receipts. In case of visit to a unit by a team of officials taxi fare will be admitted on sharing basis only.

This issues with the approval of CDA.


ACDA 07/05/19

दिवन.एस.ए.स. भार.ले.से./ DEBAN.S.S. IDAS
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