

(DETAILS OF THE CLAIMS)

1. Total of Column No. 12 (B.F.) ₹ : _____
2. Terminal Transportation Charges ₹ : _____
3. Local Transportation Allowance ₹ : _____
4. Transfer Grant ₹ : _____
5. Personal Effects ₹ : _____
- Wt. Rate: Amount ₹ : _____
6. Conveyance Charges ₹ : _____
7. Miscellaneous (Specify) ₹ : _____
8. GROSS AMOUNT ₹ : _____
9. Less Advance of TA/TTA drawn vide
T/V No. _____ Dt: _____ ₹ _____
10. NET AMOUNT PAYABLE ₹ : _____

(Signature of Claimant)

Passed for ₹ _____ (Rupees) _____

(Signature of Controlling Officer)

(Signature of D.D.O.)

(TO BE USED IN AUDIT OFFICE)

Admitted for ₹ : _____

Objected to ₹ : _____

Reason for Objection: _____

(Accounts Officer)

INSTRUCTIONS

1. Tour Diary should invariably be attached with the claim.
2. In case of transfer claim, the details of members of the family with age along with details of personal effects be given.
3. The Receipt Nos. of Hotel and carriage charges bills be quoted against the relevant Column.
4. Ticket Nos. should be quoted, when journeys are performed in a class higher than the ordinary class.