

REQUISITION FOR TA/DA ADVANCE
(TO BE SUBMITTED IN DUPLICATE)
(For Army personnel)

ENCL - 1A

PERSONAL DETAILS (IN BLOCK CAPITALS)

Personal No. _____ CDA A/c No. _____

Rank, Name & Designation as mentioned in Salary Account _____

Office/Branch _____ Tel No. _____ Grade Pay _____

Whether Pmt/ Temp employee: _____ Date of Retirement _____

Nature of Duty _____ Destination (place) of Duty _____

Movement /Posting Order No. _____ dated _____

Date of DEPARTURE: _____ **Date of RETURN:** _____

Drawing Pay and Allowances from : PCDA(O) Pune

Salary S/B A/C No. _____

Name & Complete Address of the Bank's Branch _____

IFSC Code _____ MICR Code _____

UNDERTAKING:

1. I have not availed any advance for the same move.
2. I have submitted the settlement claims for which advances were drawn.
3. I will submit the claim for the present move within 15 days after completion of the duty.
4. I have not applied for free railway warrant for the same move.

DETAILS OF ADVANCE

Air Fare : _____ Class of Air : _____
DA /Transfer allowance : _____
Any other : _____
Total : _____ **Advance required:** _____

Is any mileage point or any other monetarily benefit be given for this move: YES/NO

If yes, indicate the mileage point or amount: _____

RECEIPT: -

Received Rs _____ (Rupees _____ Only)
from SAO, CAO(MOV), Ministry of Defence, New Delhi.

Date _____

(Signature on Revenue Stamp)

Rank & Name

Note: Photocopy of Salary Account Cheque leaf must be attached with the requisition.

COUNTERSIGNED

(for office use only)

Passed for Rs _____ vide Cheque No. _____ No.60320/FC-4/CAO/FMG
dated _____

(Individual Officer's name is included in the above mentioned Cheque)

Place : New Delhi

Date :

Sr Admin Officer, CAO/MOV