

**INSTRUCTIONS/GUIDELINES FOR RETIREMENT TA &
DOCUMENTS REQUIRED FOR RETIREMENT CLAIMS**

1. Retiring employee may avail retirement TA within one year from his date of retirement. However, once the journey is completed (separately by the officer and members of his family, transportation of personal effects and conveyance) the retirement claim must be submitted to **CAO/Mov** within **60 days** from the date of completion of each journey. If the claim is not submitted within prescribed time limit (i.e. 60 days) the claim may be forfeited or deemed to have been relinquished (**Please refer to MoF/DoE OM No.19030/1/2017-E-IV dated 13 Mar 2018**).
2. Retirement TA claim in prescribed format in duplicate duly signed by the claimant.
3. Copy of DO Part II/III of retirement issued from CAO'S Admin office.
4. Copy of PPO
5. Copy of Last Pay Slip
6. Dependency certificate if dependents travel with the claimant, countersigned by the concerned CAO's Admin section.
7. Vacation report of Govt. Accommodation.
8. **Residential proof** of the claimant who settled at home town or other place (e.g. New Gas connection, Electricity bill, water bill, Voter I-Card, Aadhar Card etc).
9. Original Tickets (Rail/Bus/Air*) & Boarding Pass* in case of Air travelling.
10. **Transportation of household goods** : Registration No. of transport company, Bills & Receipts of transportation of goods, RC and National Permit of truck, driving license of truck driver, weight of goods, list of household items, distance.
11. **Transportation of Car** : Registration No. of transport company, Bills & Receipts of transportation of Car, RC and National Permit of truck, driving license of truck driver, distance, RC of Car and DO Part II/III for financial transaction in service book.
12. Declaration about spouse (house wife or working in Govt. Service).
13. **Bank details** (Account No. Name of bank & address, IFS Code) and copy of bank cheque leaf should also be enclosed.
14. Affix revenue stamp if claim/balance amount exceed Rs.5000/-.
15. One set of all document should be in original & one set photocopy (ink signed). All documents should be self-attested.
16. All documents should be in above mentioned sequence.
17. The claim should have complete information/documents so that it may be process smoothly.

Note:

***(a) Air Tickets should be purchased directly from Air India/Indian Airlines or by authorised travel agents i.e. M/s.Balmer Lawrie and Company, M/s. Ashok Travels and Tours and IRCTC.**

***(b) Mileage Point- Is any mileage point earned on purchased for official travel, if yes, give details.**

***(c) The claim may be submitted in duplicate (two sets) duly ink-signed.**

***(d) Retiring employee may approach to CAO/Mov for any queries regarding TA rules.**

DOCUMENTS REQUIRED FOR TEMPORARY DUTY CLAIMS

1.	TA/DA claim in prescribed format in duplicate (both copies should be ink signed).
2.	MRO (if applicable).
3.	Move Sanctioned (Ink Signed).
4.	Movement Order (Ink Signed).
5.	Detention Certificate (Ink Signed).
6.	Original Ticket (Rail / Bus/ Air*) & Boarding Pass* in case of Air Travelling.
7.	Hotel Bill (with Registered No / Tin No) and Food Bills.
8.	Bank details (Name of bank, address, Account No, & IFS Code) and a copy of Bank Cheque Leaf should also be enclosed.
9.	Affix revenue stamp on TA/DA claim form if balance amount payable is 5000/- or more.
10.	One set of all documents should be in original & one set photocopy (ink signed) and each receipt of both sets should be self attested.
11.	All documents should be in above mentioned sequence.
12.	The TA/DA claim should be signed as correct claim by the competent authority from the office of claimant concerned.
13.	The claim should contain complete information / documents so that it may be processed / entertained without delay.

DOCUMENTS REQUIRED FOR PERMANENT TRANSFER CLAIMS

1.	Permanent Transfer TA/DA claim in prescribed format in duplicate (both copies should be ink signed).
2.	Posting order.
3.	Movement order.
4.	Last pay certificate.
5.	Joining report.
6.	Pay slip issued from CAO's Admin office.
7.	Dependency certificate countersigned by the concerned CAO's Admin Section.
8.	Certificate of not providing of accommodation at the timing of joining in case family and luggage comes after the joining. The certificate should be countersigned by the concerned CAO's Admin Section.
9.	Original Tickets (Rail/ Bus/ Air*) & Boarding Pass * in case of Air Travelling.
10.	Transportation of House Hold Goods : Registration No of Transport Company, Bills & Receipts of transportation of goods, RC of Truck, NP, Driving License of Truck Driver, Weight of Goods, List of House hold items, Distance.
11.	Transportation of Car : Registration No of Transport Company, Bills & Receipts of transportation of car, RC of Truck, NP, Driving License of Truck Driver, Distance, Registration Certificate of car and DO part II / III for financial transaction in service book.
12.	Declaration about spouse (house wife or working).
13.	Bank details (Name of bank, address, Account No, & IFS Code) and a copy of Bank Cheque Leaf should also be enclosed.
14.	Affix revenue stamp on TA/DA claim form if balance amount payable is 5000/- or more.
15.	One set of all documents should be in original & one set photocopy (ink signed) and each receipt of both sets should be self attested.
16.	The TA/DA claim should be signed as correct claim by the competent authority from the office of claimant concerned.
17.	All documents should be in above mentioned sequence.
18.	The claim should contain complete information / documents so that it may be processed / entertained without delay.

Note :

- * (a) Air tickets should be purchased directly from Air India.
- * (b) Mileage point – Is any mileage point earned on purchased for official travel, if yes, give details.
- * (c) In case of advance taken, TA/DA claim be submitted within 15 days from completion of journey.
- * (d) In case of no advance taken, TA/DA clam be submitted within 60 days from completion of journey.
- * (e) Employee may approach to CAO/Mov for any queries regarding TA/DA Rules.