



**(DETAILS OF THE CLAIM)**

1. Total of Column no. 13 (B.F.)	Rs.....
2. Terminal Transportation Charges	Rs.....
3. Local Transportation Allowance	Rs.....
4. Transfer Grant	Rs.....
5. Personal Effects	Wt..... Rate:..... Amount.....
6. Conveyance Charges	Rs.....
7. Miscellaneous (Specify).....	Rs.....
8. GROSS AMOUNT	Rs.....
9. Less Advance of TA/TTA drawn vide	T/V No..... Dt..... Rs.....
10. NET AMOUNT PAYABLE	Rs.....

(Signature of Claimant)

Passed for Rs..... (Rupees) .....

(Signature of Dealing Assistant)

(Signature of S.O. Accounts-III)

(Signature of D.D.O.)

**(TO BE USED IN AUDIT )**

Admitted for Rs ..... Objected to Rs.....

Reason for Objection.....

**INSTRUCTIONS**

1. Tour Diary should invariably be attached with the claim.
2. T.A. Claim for must be filled in accordance with the guidelines issued by the finance department from time to time.
3. For the cases where the space for filling out detail of journey is not enough, page 1 of the form can be attached as many times as needed.