

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

107, Lower Agram road, Agram Post, Bangalore- 560 007

T/1821/TADA CIRCULAR

22/04/2015

To

The Officer in charge,

Sub: Submission of TADA requisitions/ claims on account of Permanent transfer claims

Of late it is noticed that TADA requisitions/adjustment claims on account of permanent transfer are received in this office deficient in many aspects which result in frequent rejections. The common deficiencies noticed during processing of requisitions and claims are mentioned below for your information and guidance to avoid recurrence of the same while submitting TADA requisitions/claims to this office.

- (1) Claims do not indicate the date of submission by the officials to the controlling officer. Few bills were submitted without counter signature. Specimen signature of the countersigning officer not forwarded in time.
- (2) Posting orders authorising TADA not found enclosed.
- (3) Part II orders for Taken on Strength not found enclosed.
- (4) Claims were submitted without mentioning basic pay/grade pay/GPF number.
- (5) Non availability of Govt accommodation certificate at the time of TOS not found enclosed when the employee claims TA for the second time for bringing family.
- (6) Family particulars and dependency certificate showing income details of the claimants not found enclosed.
- (7) Employment status of the spouse duly mentioning the place of duty and the date from which posted to that station not found enclosed. This is a mandatory audit requirement to ascertain the admissibility of TA/DA.
- (8) Total weight transported not found mentioned in the consignment note.
- (9) Non furnishing of the details of the luggage transported .
- (10) Non furnishing of documents like copy of truck driver's licence, RC book, insurance papers of the truck through which luggage transported.
- (11) Amount of advance drawn not found mentioned in few adjustment claims.
- (12) Penal interest is not charged for minus claims.
- (13) MROs for refund were not received alongwith minus claims.
- (14) Boarding passes were not found enclosed for air journey.
- (15) "E tickets" for air journey not found enclosed with adjustment claims.

(16) Preferring TA/DA claims after booking Air tickets through unauthorised agents in case of entitled officers.

(17) Time bar claims submitted without the time bar sanction.

It is also intimated that the responsibility for verification of genuineness of requisitions and claims rests with administrative authorities and as such controlling officers are requested to scrutinize the requisitions/ claims before forwarding to this office for audit and payment.

 22/4

Asst Controller

✓ Copy to:

Officer I/C

OA cell(Local)

} For publishing in the website of PCDA Bangalore under
T Section circular for information of controlling officer of
all units



SR. ACCTS. OFFICER(T)