

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 Temporary duty**

Of late it is noticed that TADA requisitions/adjustment claims on account of temporary duty 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) Movement orders not found enclosed.
- (3) Move sanction /detailment letter for training courses not found enclosed.
- (4) Claims were submitted without mentioning basic pay/grade pay/GPF number.
- (5) Both old and new rates of DA are simultaneously claimed.
- (6) Hotel bills having printed Tin/Tan numbers are not submitted with adjustment claims.
- (7) Period of duty in movement order and claims differs.
- (8) Hotel rate of DA incorrectly claimed
- (9) Higher rate of halt DA claimed even when returned to Hqrs on the same day.
- (10) Hotel DA claimed for stay in messes/guest houses.
- (11) Non mentioning of distance and mode of conveyance in respect of RMA claimed.
- (12) Amount of advance drawn not found mentioned in few adjustment claims.
- (13) Penal interest is not charged for minus claims.
- (14) MROs for refund were not received alongwith minus claims.
- (15) Boarding passes were not found enclosed for air journey.
- (16) "E tickets" for air journey not found enclosed with adjustment claims.
- (17) Non availability of govt. Accommodation certificate is not enclosed in case of training.
- (18) Time bar sanction not obtained with time bar claim.

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

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 therequisitions/ claims before forwarding to this office for audit and payment.

 22/4

Asst Controller

✓ Copy to:

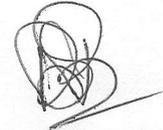
Officer I/C

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)