

CHECKLIST
FOR

TRAVELING ALLOWANCE BILL
(BOTH TOUR AND TRANSFER)

SL. NO.	CHECKS	WHETHER YES/NO	REMARKS
1.	Whether bills prepared in duplicate.	YES/NO	
2.	Whether a copy of the tour programme duly approved by the Competent Authority has been attached.	YES/NO	
3.	Whether the travel by air to non-entitled officers has been approved by the competent authority	YES/NO	
4.	Whether hotel stay by an officer while on tour, is supported by original vouchers for payment of boarding & lodging charges	YES/NO	
5.	In case of TA on retirement whether the claim has been prepared and preferred in terms of S.R. 147.	YES/NO	
6.	Whether the claim has been preferred with in 15 days, if drawn advance, or else with in one year from the date of completion of the tour/joining duty (if tour is followed by leave)	YES/NO	

CERTIFICATE

The halt and journey of Smt/ Shri.....Desig..... is verified and counter signed on behalf of Head of Office as authorized vide OM No.PS/Addl.Dir/1/Acctts/2012-13 dated. 11th Oct'2012.

Deputy Director/ Joint Director.

CHECKLIST
FOR

LEAVE TRAVEL CONCESSION BILL

SL. NO.	CHECKS	WHETHER YES/NO	REMARKS
1.	Whether bills prepared in duplicate.	YES/NO	
2.	Whether the Govt. servant has completed one year of continuous service on the date of journey.	YES/NO	
3.	Whether the claim is for the journey performed within India.	YES/NO	
4.	Whether the government servant has intimated to the Office about availing of L.T.C. before the commencement of journey	YES/NO	
5.	Whether the leave has been sanctioned by the competent authority and the journey has been performed in accordance with the sanctioned leave.)	YES/NO	
6.	Whether original documents viz. tickets for travel by bus/ship/air/boarding passes/train etc are enclosed with the claim.	YES/NO	
7.	Whether the claim has been preferred with in one month , if drawn LTC advance, or else with in three month from the date of completion of the return journey.	YES/NO	

CERTIFICATE

The halt and journey of Smt/ Shri.....Desig.....is verified and counter signed on behalf of Head of Office as authorized vide OM No.PS/Addl.Dir/1/Acctts/2012-13 dated. 11th Oct'2012.

Deputy Director/ Joint Director.