

I.A.F.T. - 1716

Basic Pay...		
Authority (Rule in TR/SR).....		
Date/Time of start.....		@.....

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(a) Indicate Scheduled Train/Air/Bus untings, (b) When sharing public conveyance an indication may be made in Remarks column, (c) CL or any other leave should be excluded from the period of halt at outstation. (d) Indicate in Remarks column the number and date of Warrant Concession Voucher used for the journey.

Certified that :-

- (1) I performed road journey in (a) my own Car/own Scooter/Bus (b) sharing engaging full Taxi/Scooter/Auto Rikshaw.....(c) did not use Govt. Transport for which road mileage allowance has been claimed.
- (2) I did not use Rly. Warrant Concession Voucher for any portion of journey for which bill is preferred.
- (3) I was not provided with free boarding or lodging facilities.
- (4) I stayed from..... toat(name of the Hotel) which provides boarding and lodging at scheduled tariff period. I was actually and not merely constructively present at the outstation on the days on which DA has been claimed and I did not proceed on CL or any other leave during the period. I was on leave fromto.....
- (6) I had not attended a previous course/examination.

Station
Date.....
Countersigned as correct claim

Signature and delegation of the Officer countersigning the claim
Passed for Payment.....
in favour ofon treasury.....
Signature of the Officer Travelling

Auditor
Section Officer (A)
Accounts Officer

INSTRUCTIONS

- (1) The claim should be supported by the (a) copy of order sanctioning the move (b) copy of sanction of competent authority when the journey is performed by other than the shortest route, (c) a certificate from Controlling officer that journey by Mail/Express train was performed by grade III/V Govt. servants in public interest (d) sanction of the competent authority for grant of DA in excess of 30 days vide 230 (III) TR/81 SR.
- (2) The claim should be countersigned by the authority specified in Rules 81 TR Rule 192 SF.
- (3) In case of local journeys the distance between permanent Hqs to the residence and distance between Pt. Hqs to ty. Duty point may be shown in the Remarks Column.
- (4) Moves of the officer attending an examining or courses of instruction will be supported by a copy of movement order showing name of the examination/course, its authority, period and number of times the examination was attended.
- (5) Time of departure and time of arrival should be given in cases of stay in Hotel. Time of departure and arrival to and from residence/railway station/bus stand/airport/place of duty, etc. for each journey should also be given.