



# **Bharat Sanchar Nigam Ltd.**

(A Government of India enterprise)  
O/o The Chief General Manager, Inspection Circle,  
Sanchar Vikas Bhawan, Residency Road, Jabalpur  
Madhya Pradesh-482001  
(ISO 9001:2000)

No.AO (Cash)/T&D/Corr/2008-09

Dated at Jabalpur the 01-10-2010

To,  
All GM s/DGMs/AGMs/AOs/JAOs under Inspection Circle, Jabalpur

Sub: Latest BSNL TA DA Rules at a glance (Updated as on 01-10-2010)

Consequent on revision of IDA Pay Scales of BSNL Employees (Both Executives and Non Executives) and revision of Composite Transfer Grant please find enclosed updated BSNL TA/DA Rules as a ready recokner.However, if any omission is observed the same may please be communicated through email /over phone as mentioned below:

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Encl.As above. (13 pages)

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Copy to: P.S.to Hon'ble CGM, Inspection Circle, Jabalpur for kind information please.

**BHARAT SANCHAR NIGAM LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**O/o the Chief General Manager**  
**Inspection Circle, Jabalpur-482 001**  
**BSNL TA/DA Rules at a glance (Updated as on 01-10-2010)**  
**(In case of Tour/Training only)**

**(!)Entitlement by AIR:**

Pre-revised Pay		Revised Pay Range		Entitlement
CDA	IDA	CDA	IDA	
Rs.16400 and above	Rs.19900 and above	CDA Pay with Grade Pay of Rs.8700/-and above	Rs.51610 /-and above	Fully Entitled (Economic Class)
Rs.12300 and above but below Rs.16400	Rs.17200 and above but below Rs.19900	CDA Pay with Grade Pay of Rs.5400/-and above but below Rs.8700/-	Rs.37750 /-and above	Entitled provided the distance involved is more than 500 kms and the journey could not be performed overnight by any direct train

Authority: BSNL Estt.Finance Section No.7-6/2006-EF/Vol.II (Pt) dated 08-09-2010

**(2)Entitlement by RAIL:**

Pre-Revised Pay Range		Revised Pay Range		Shatabdi Express	Rajdhani Express	Other Trains
CDA	IDA	CDA	IDA			
Rs.16400/- and above	Rs.19900/- and above	CDA Pay with Grade Pay of Rs.8700/- and above	Rs.43670/- and above	Executive Class	AC 1 <sup>st</sup> Class	AC 1 <sup>st</sup> Class
Rs.8000/- and above but below Rs.16400/-	Rs.10530/- and above but below Rs.19900/-	CDA Pay with Grade Pay of Rs.5400/- and above but below Rs.8700/-	Rs.23110/- and above but below Rs.43670/-	AC Chair Car	AC II Tier	AC II Tier
Rs.6500/- and above but below Rs.8000/-	Rs.8570/- and above but below Rs.10530/-	CDA Pay with Grade Pay of Rs.4200/- and above but below Rs.5400/-	Rs.18810/- and above but below Rs.23110/-	AC Chair Car	AC III Tier	AC Chair Car/AC III Tier/ 1 <sup>st</sup> Class

Rs.4100/- and above but below Rs.6500/-	Rs.5860/- and above but below Rs.8570/-	CDA Pay with Grade Pay of Rs.2400/- and above but below Rs.4200/-	Rs.12860/- and above but below Rs.18810/-	AC Chair Car	AC III Tier	AC Chair Car/AC 3 Tier/1 <sup>st</sup> Class
Below Rs.4100/-	Below Rs.5860/-	CDA Pay with Grade Pay below Rs.2400/-	Below Rs.12860/-	Do	Do	Sleeper Class

Authority: BSNL Estt.Finance Section No.7-6/2006-EF/Vol.II (Pt) dated 08-09-2010

**(3) Entitlement by Road:**

Pre-Revised Pay Range		Revised Pay Range		Entitlement
CDA	IDA	CDA	IDA	
CMD/Functional Directors of BSNL /Executive Directors				Full Taxi(Including AC)
Rs.16400/- and above	Rs.19900/-and above	CDA Pay with Grade Pay of Rs.8700/- and above	Rs.43670/- and above	Full Taxi subject to production of receipt.
Rs.8000/- and above but below Rs.16400/-	Rs.10530/-and above but below Rs.19900	CDA Pay with Grade Pay of Rs.5400/- and above but below Rs.8700/-	Rs.23110/- and above but below Rs.43670/-	Do
Rs.6500/- and above but below Rs.8000/-	Rs.8570/- and above but below Rs.10530/-	CDA Pay with Grade Pay of Rs.4200/- and above but below Rs.5400/-	Rs.18810/- and above but below Rs.23110/-	@Rs.8/-per(Subject to production of receipt)
Rs.4100/- and above but below Rs.6500/-	Rs.5860/- and above but below Rs.8570/-	CDA Pay with Grade Pay of Rs.2400/- and above but below Rs.4200/-	Rs.12860/- and above but below Rs.18810/-	@Rs.6/-per km irrespective of any mode of conveyance.
Below Rs.4100/-	Below Rs.5860/-	CDA Pay with Grade Pay below Rs.2400/-	Below Rs.12860/-	@Rs.5/-per km irrespective of any mode of conveyance.

Authority: BSNL Estt.Finance Section No.7-6/2006-EF/Vol.II (Pt) dated 08-09-2010

**(4) Entitlement by Ship between A & N Islands and Mainland by Shipping Corporation of India Ship:**

Pre-Revised Pay Range		Corresponding Revised Pay Range		Entitlement
CDA	IDA	CDA	IDA	
Rs.8000 & above	Rs.13000 and above	CDA Pay with Grade Pay of Rs.5400/- and above	Rs.23110/- and above	Deluxe Class
Rs.6500 & above but below Rs.8000	Rs.8570 and above but below Rs.13000	CDA Pay with Grade Pay of Rs.4200/- and above but below Rs.5400/-	Rs.18810/- and above but below Rs.23110/-	First Class/A Class Cabin
Rs.4100 and above but below Rs.6500	Rs.5860 and above but below Rs.5860	CDA Pay with Grade Pay of Rs.2400/- and above but below Rs.4200/-	Rs.12860/- and above but below Rs.18810/-	2 <sup>nd</sup> Class/B Class Cabin
Below Rs.4100	Below Rs.5860	CDA Pay with Grade Pay below Rs.2400/-	Below Rs.12860/-	Bunk Class

Authority: (1) GID (2) below SR 40 of FRSR Part-II-2006 Edition)

(2) BSNL Estt.Finance Section No.7-6/2006-EF/Vol.II (Pt) dated 08-09-2010

**(A) Rates of Daily Allowance :( On own arrangement):**

Pre Revised Pay Range		Revised Pay Range		A-1/A and Expensive Locality	B-1 and Expensive Locality	Other places
				(Rs.)	(Rs.)	(Rs.)
CDA	IDA	CDA	IDA			
<b>CMD and Directors of Board</b>				1500	1200	1000
<b>Executive Directors</b>				1000	800	600
<b>Officers in HAG Scale(CGM and Equivalent)</b>				700	500	400
Rs.18400 and above	Rs.22300 and above	CDA Pay with Grade Pay of Rs.10000/- and above but not in HAG Scale	Rs.48940/- and above but not in HAG Scale	450	270	250
Rs.16400 and above but below Rs.18400	Rs.20401 and above but below Rs.22300	CDA Pay with Grade Pay of Rs.8700/- and above but below Rs.10000/-	Rs.44771/- and above but below Rs.48940/-	400	250	225
Rs.8000 and above but below Rs.16400	Rs.13000 and above but below Rs.20401	CDA Pay with Grade Pay of Rs.5400/- and above but below Rs.8700/-	Rs.28530/- and above but below Rs.44771/-	350	200	180
Rs.6500 and above but below Rs.8000	Rs.8570 and above but below Rs.13000	CDA Pay with Grade Pay of Rs.4200/- and above but below Rs.5400/-	Rs.18810/- and above but below Rs.28530/-	300	175	150

Rs.4100 and above but below Rs.6500	Rs.5860 and above but below Rs.8570	CDA Pay with Grade Pay of Rs.2400/- and above but below Rs.4200/-	Rs.12860/- and above but below Rs.18810/-	275	150	125
Below Rs.4100	Below Rs.5860	CDA Pay with Grade Pay below Rs.2400/-	Below Rs.12860/-	200	100	80

**(B) Entitlements for staying in hotel:-**

<b>PAY RANGE</b>	<b>Entitlement</b>	<b>A-1/A &amp; Expensive localities</b>	<b>B-1 and Expensive localities</b>	<b>State and UT Capital not covered under A-1/A / B-1 &amp; Expensive Locality</b>	<b>Other Places</b>
CMD/Directors of Board	Five Star Hotel (Executive Status)	If no five star (executive suit) is available then on actual basis.			
Executive Directors	Five Star Hotel	7000	5000	3500	2500
HAG Officers(i.e. CGM and Equivalent)	Four Star	5000	3000	2500	2000
SAG Officers(i.e.GM and equivalent)	Four Star	3000	1500	1350	950
JAG Officers(i.e. DGM and equivalent)	Three Star	2200	1100	825	550
STS Officers(i.e.CAO/DE)	75% of Three Star	1650	825	615	410
Sr.AO/AO/Sr.SDE./SDE and equivalent	-----	550	400	375	300
JAO/JTO/ Other Officials having starting revised IDA Pay Rs.16370/- in NE-11	-----	400	300	275	250
Revised IDA Pay Rs.12860 and above but below Rs.16370/- i.e. NE-11)	-----	300	250	225	200
Revised IDA Pay below Rs.12860)	-----	175	125	120	100

Authority: BSNL Estt.Finance Section No.7-6/2006-EF/Vol.II (Pt) dated 08-09-2010

## Important Notes

- (1) Local TA/DA is applicable beyond 8 kms.
- (2) Hotel Rate excludes all taxes and surcharge, if any but includes breakfast and morning tea.
- (3) If an employee is provided free boarding and lodging 25% of DA is admissible in case of training centres which issue certificates to this effect.
- (4) Stay in Hotel is permitted in exceptional cases if Inspection Quarters is occupied or not available. The officer has to give declaration to this effect.
- (5) Hotel Charges will be reimbursed subject to production of receipt. Hon'ble CMD and Directors of BSNL Board are exempted from this clause.
- (6) In cases where corporate concession has been introduced rates for peak days/season rates as fixed by the concerned Circle Heads/BSNL Corporate Office the same will be the criteria for fixing the limit of hotel rates.

(Reg. Clause 1 to 6 above pl. refer to BSNL Estt. Finance Order No.7-6/2004 dated 06-09-2004 and 7-6/2006-EF/Vol.II (pt.) dated 08-09-2010

(7) Classification of Cities for the purpose of TA/DA : ( Please see Govt. of India ,Min. of Finance, Deptt. of Expenditure OM dated 18-11-2004 duly endorsed by Min. of Communications, Deptt. of Telecom through Circular No.156 dated 21-12-2004) Page 204 of Swamy's Hand Book 2008 Edition)

A-1 Cities: Bangalore UA, Brihan Mumbai, Chennai UA, Delhi UA, Hyderabad UA and Kolkata UA

A-Class Cities: Ahmedabad UA, Jaipur UA, Kanpur UA, Lucknow UA, Nagpur UA, Pune UA, Surat UA

B-1 Class Cities: Agra UA, Allahabad UA, Amritsar UA, Asansol UA, Bhopal UA, Cimbatore UA, Dhanbad UA, Faridabad UA, Indore UA, Jabalpur UA, Jamshedpur UA, Kochi UA, Ludhiana UA, Madurai UA, Meerut UA, Nashik UA, Patna UA, Rajkot UA, Vadodara UA, Varanasi UA, Vijawada UA, Visakhapatnam UA.

(8) DA when an employee stays in Public Sector Guest House: DA will be paid as per normal DA rate applicable at that locality .In addition to that reimbursement of actual expenses of lodging charges for staying in Central/State/PSU/Local Self Govt. Guest House on production of receipts. (Authority: BSNL Corporate Office, Loans and Advances Section OM dated 22-10-2002)

(9) For staying in Hotel (subject to some conditions as mentioned above): DA will be paid as per Normal DA on Own Arrangement in addition to reimbursement of hotel expenses as entitled. (Authority: BSNL Corporate Office, Loans and Advances Section OM dated 22-10-2002)

(10) Definition of Family (vide SR2 (8) of FRSR-Part-II-2009 Edition): Family includes husband/wife as the case may be, Children including Major sons, married/widowed daughters, parents, step mother, un married sisters, minor brothers/widowed sisters provided they are wholly dependent upon the govt. servant and residing with the govt. servant. (Herein BSNL employee). The criteria for dependency is whose income from all sources is below Rs.3500/- including pension/family pension but excluding dearness relief on pension/family pension.

(11)Regulation of DA (SR71 of FR SR-Part-II 2009 Edition): DA is eligible for absence from Headquarters for any day beyond 8 km.radial distance from the normal duty point as per rates mentioned below:-

(i)For absence exceeding not exceeding 6 hours: No DA

(ii)For absence exceeding 6 hours but not exceeding 12 hours: 70%of Normal DA

(iii)For absence exceeding 12 hours: Full DA

(12)Local Journey: (i) For absence exceeding 6 hours but not exceeding 12 hours from the headquarters: Mileage Allowance plus DA is admissible @35% of DA applicable to ordinary locality.

(ii)For absence exceeding 12 hours from the headquarters: Mileage Allowance plus DA is admissible @50% of DA applicable to ordinary locality.

(iii) **Definition of Local Journeys**: Journeys within same city or same municipality in which duty point is located. It also includes journeys performed within the limits of suburban or other municipalities or notified areas or cantonments contiguous to the municipality or corporation in which the duty point is located.(Pl.refer to GID(2)below Rule SR 71 of FRSR Part-II 2006 Edition)In such cases mileage allowances shall be regulated as follows:-

**(a)For Local journeys within 8 km.radial distance of duty point**: No DA is admissible. Only fares by public conveyances like local trains/ buses/trams/ferries should be allowed. Fares by Taxi/auto should be disallowed.

**(b)For Local Journeys beyond 8kms radial distance of duty point**: In such cases also journeys should be performed by public conveyances like local trains/buses/trams/ferries .In such cases journeys by taxi/auto could be performed with the prior approval of the controlling officer.

(13)No DA is admissible on Sundays/Holidays unless the officer is in camp. Vide GID (1) SR-72 of FRSR-Part-II 2009 Edition)

(14)No DA is admissible on C/L or on R/H. Vide GID (1) below SR-72 of FRSR-Part-II 2009 Edition)

(15)Tour ends when the employee returns to headquarters. Vide GID (2) below SR-73 of FRSR-Part-II 2009 Edition).

(16)Countersignature of TA Bills: No bill should be made for payment unless the same is countersigned by the controlling officer except some special cases. (In case of Head of the Circle the officer himself is the countersigning authority) vide SR-192 of FRSR-Part-II 2009 Edition.

(17)No TA for Training at Headquarters irrespective of any distance between normal duty point and training centres vide GID (1) below SR 164 of FRSR-Part-II 2009 Edition.

(18)Forfeiture of TA claims: The right of TA including DA will be forfeited unless the same is presented to the controlling officer within one year from the date on which it became due. Vide SR 194A of FRSR-Part-II 2009 Edition.

(19)Adjustment of TA advance: The amount of advance granted shall be adjusted within 15 days from the completion of tour or the date on which the govt.servant (Herein, BSNL employee)resumes duty after completion of tour which ever is earlier(Rule 15 of GFR-Part-II 2008 Edition and Rule 410 of FHB Vol-I).

(20)Second Advance: A second advance should not be granted until account of the 1<sup>st</sup> advance is submitted.Note-3 below Rule 410 of FHB Vol-I



### **Checklist in connection with Tour TA Bills**

- (1) Whether bills duly signed by the officers/official have been submitted in the prescribed format
- (2) Whether halts and journeys have been approved by the controlling officer.
- (3) Whether bills have been submitted within due date. (In case advance is drawn the claims must be submitted within 15 days from the date of completion of tour).
- (4) Unadjusted TA advance should be refunded forthwith to avoid penal interest.
- (5) In case of staying in hotel self certificate by the concerned officer for non availability of Inspection Quarters should be attached
- (6) In case of traveling by Private Air lines by the officers entitled the fares should be cheaper than the Air India/India Airlines pl.
- (7) In case of Air Travel by the Officers who are not entitled to travel by Air the fares will be restricted to entitled class by Rail/Ship.
- (8) In case of travel by Air/Rail/Ship/Road ticket particulars should be submitted along with the claims.
- (9) Calculation of DA as per BSNL Corporate Office orders and as per FRSR-Part-II.
- (10) Arithmetical Calculation of the claims is in order.

**BHARAT SANCHAR NIGAM LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**O/o the Chief General Manager, Telecom**  
**Inspection Circle, Jabalpur-482 001**

**BSNL Transfer TA Rules at a glance (Updated as on 01-10-2010)**

(1)**Entitlement by AIR:** As applicable in case of TA on Tour:

(2)**Entitlement by RAIL:** As applicable in case of TA on Tour

(2)**Composite Transfer TA Grant:** One month's revised basic pay for transfer involving change of residence at a distance of more than 20 km from each other w.e.f.the dates as mentioned below:

(a)From **01-09-2008** in respect of un-absorbed employees on deputation/deemed deputation in BSNL.

(b)From **27-02-2009** in respect of absorbed or directly recruited executive employees of BSNL.

© From **07-05-2010** in respect of absorbed or directly recruited non-executive employees of BSNL.

In case of transfer within same station or at a distance of not more than 20 km only one third of composite grant is admissible provided change of residence is involved

(Authority: BSNL PAT Section Letter No.1-10/2010-PAT (BSNL)/Comp.Trans.Grant dated 01-07-2010

**Note:** if no change of residence is involved the composite transfer grant is not admissible.Pl.refer to GID (16) below SR 116 of FRSR-Part-II 2009 Edition.

(3)**Daily Allowance:** It is not admissible as the same has been subsumed in the Composite Transfer Grant. Pl.see GID below SR 116 of FRSR-Part-II 2006 Edition.

(4)**Road Mileage:** Road Mileage from between Residence and nearest Rly.Stn/Bus Stand/Airport at the old as well as new headquarters: It is not admissible.

(Pl.see GID below SR 116 of FRSR-Part-II 2006 Edition).

(5)**Transportation of Personal Effects:**

(a)By Rail:

Pre-Revised Pay Range		Corresponding Revised Pay Range		Personal effects that can be carried
CDA	IDA	CDA	IDA	
Rs.16400 and above	Rs.19900 and above	CDA Pay with Grade Pay of Rs.8700/- and above	Rs.43670/- and above	Full four wheeler wagon or 6000 kg by goods train or one Double Container

Rs.8000 and above but below Rs.16400/-	Rs.10530/- and above but below Rs.19900/-	CDA Pay with Grade Pay of Rs.5400/- and above but below Rs.8700/-	Rs.23110/- and above but below Rs.43670/-	Full four wheeler wagon or 6000 kg by goods train or one Single Container
Rs.6500/- and above but below Rs.8000/-	Rs.8570/- and above but below Rs.10530/-	CDA Pay with Grade Pay of Rs.4200/- and above but below Rs.5400/-	Rs.18810/- and above but below Rs.23110/-	3000 Kg.by goods train
Rs.4100/- and above but below Rs.6500/-	Rs.5860/- and above but below Rs.8570/-	CDA Pay with Grade Pay of Rs.2400/- and above but below Rs.4200/-	Rs.12860/- and above but below Rs.18810/-	1500 Kg.by goods train
Below Rs.4100/-	Below Rs.5860/-	CDA Pay with Grade Pay below Rs.2400/-	Below Rs.12860/-	1000 Kg.by goods train

Authority :( 1) GID (1) below SR 116 of FRSR Part-II 2006 Edition

(2) BSNL Estt.Finance Section No.7-6/2006-EF/Vol.II (Pt) dated 08-09-2010

**(b)By Road (Between places connected by rail):** Actual expenditure limited to maximum admissible quantity by goods train and an addl.amount of not more than 25 percent thereof. (In case of classification of house goods 150 class of Railway Goods Tariff will be applied).Pl.Consult latest goods tariff rates. (Authority: SR 116 of FRSR Part-II 2006 edition)

**(6)Trasporation of Conveyance :( SR 116 of FRSR-Part-II 2006 Edition)**

Pre-Revised Pay Range		Corresponding Revised Pay Range		Entitlements
CDA	IDA	CDA	IDA	
Rs.6500/- and above	Rs.8570/- and above	CDA Pay with Grade Pay Rs.4200/- and above	Rs.18810/- and above	One motor car/motor cycle/scooter/horse
Below Rs.6500/-	Below Rs.8570/-	CDA Pay with Grade Pay below Rs.4200/-	Below Rs.18810/-	One motor cycle/scooter/horse/bicycle

**Re-imburement will be allowed as follows:**

(i)**If transported by train:** Actual freight charged by Railway Authorities.

(ii)**If transported by goods train:** If transported by goods train freight charged by goods train plus cost of packing, transportation from/to goods shed/residence, handling charges are also reimbursable .However, the amount will be limited to freight charged by passenger train only.

**(7)Furnishing Allowance** :(For Executives only):Rates are given below(Vide BSNL Corporate Office, PAT Section Office Order No.1-33/2008-PAT(BSNL)/Perks/3 dated 04-09-2009):w.e.f.27-02-2009

Distance		Rates
Transfer in the geographical boundary of the same territorial circle but in different SSA	For Distance more than 100 K.M.	25% of one month's Revised Basic Pay
Transfer outside the geographical boundary of the same territorial circle.	For Distance more than 100 K.M.but less than 500 K.M	37.5% of one month's Revised Basic Pay
Transfer outside the geographical boundary of the same territorial circle.	For Distance more than than 500 K.M	50% of one month's Revised Basic Pay

**The said allowance is admissible subject to the following conditions** (pl.refer to BSNL Corporate Office, PAT Section Office Order No.15-8/2006PAT (BSNL) dated 23-08-2006):-

(1)The furnishing allowance will be paid once in every three years in case of transfer in the interest of service.

(2)The furnishing allowance will be paid to those executives who join within the prescribed joining time after being relieved from the old headquarters.

(3)For executives working in non-territorial circle (for example, Inspection Circle) the geographical boundary of the territorial circle will be considered for determining the amount.

(4)In case of officers posted in tenure circle the amount will be paid on completion of tenure posting.

(5)Prescribed Joining Time (pl.refer to CCS (JT) Rules):

Distance between old and new headquarters	Joining time admissible	Joining Time admissible where transfer involves by road for more than 200 K.M.
1000 K.M or less	10 days	10 days
More than 1000 K.M and up to 2000 K.M	12 days	15 days
Beyond 2000 K.M.	15 days*	15 days

\*In case of travel by Air maximum Joining time admissible is 12 days.

## **Entitlement of TA on Retirement:**

### **Following are admissible:**

- (1) Actual fares for both retired employees and his/her family.
- (2) Composite Transfer Grant: Same as admissible in case of TA on Transfer.
- (3) Actual cost of transportation of personal effects (household goods): Same as admissible in case of TA on Transfer.
- (4) Actual Cost of transportation of personal conveyance (ie. motor car, scooter, etc.)-Entitlement as in case of TA on Transfer in service.
- (5) Furnishing Allowance: **Not Admissible.**

### **Conditions:**

(1) It will be admissible from last station of his/her duty to his/her home town or to the place where the retired employee will settle down permanently even if it is other than declared place of Home Town.

**Pl. refer to GID (1) below SR147.**

- (2) The concession will be admissible by the shortest route.
- (3) The concession should be availed of during LPR (Leave Preparatory to Retirement) or within one year from the date of retirement.
- (4) Advance is admissible for journeys undertaken during LPR but not admissible for journeys performed after the date of retirement.
- (5) **The concession is not admissible in the following circumstances:-**
  - (a) When the govt. servant (Herein, BSNL employee) quits service on resignation.
  - (b) When the govt. servant (Herein, BSNL employee) is dismissed from the service or compulsorily retired as a measure of punishment
  - © When the govt. servant (Herein, BSNL employee) has rendered less than 10 years of service before retirement.
- (6) The family of a deceased employee who dies while in service is also eligible for Transfer TA provided the journey is completed within one year after the date of death of the employee. The entitlements are same as in case of TA on Retirement of the employee.

## **Checklist in connection with Transfer TA Bills**

- (1) Whether claims duly signed by the officer have been submitted in the prescribed format.
  - (2) Whether copy of transfer order/relieving order/charge report at the new headquarters have been attached.
  - (3) Whether requisite ticket particulars in connection Air/Rail/Ship/Road Journeys have been submitted.
  - (4) Whether proper receipt for transportation of personal effects/personal conveyance have been attached.
  - (5) Whether bills have been submitted within due time.
  - (6) Self certificate with documentary evidence, if any for non receipt of furnishing allowance within last three years in case of officer posted in non tenure place should be attached (for executives only).
  - (7) Whether any advance has been drawn.
  - (8) Whether family members have shifted within six months from the date of relieving at the old headquarters. If not, requisite permission from the competent authority should be obtained and attached with the claims.
  - (9) Arithmetical calculation in the claims.
  - (10) Other items as and when required.
-