

REQUISITION FOR TA/DA ADVANCE
(TO BE SUBMITTED IN TRIPLICATE)
(For civilians)

PERSONAL DETAILS (IN BLOCK CAPITALS) **MOBILE NO.** _____

NAME: _____ Designation _____

Office/Branch _____ Tel No. _____ Pay Level _____

EMP No _____ Date of Retirement _____ Nature of Duty _____

Whether Prmnt/ Temp employee: _____ Destination (place) of duty _____

Date of Joining in Govt Service/AFHQ _____

Movement /Posting Order No. _____ dated _____

❖ Date of Departure: _____ Date of Return: _____

Drawing Pay and Allowances from: PCDA HQ or _____

Through Bankers S/B A/C No. _____

Name & Complete Address of the Bank _____

IFS Code : _____ MICR Code : _____

UNDERTAKING:

1. I have not availed my advance for the same move.
2. I have submitted the settlement claims for which advances were drawn.
3. I will submit the claim for the present move alongwith detention certificate within 15 days after completion of the duty.
4. I will follow the instructions as laid down by the Min of Finance vide O.M No.19024/1/2009-E.IV dated 13 Jul 2009.

DETAIL OF ADVANCE

AIR/RAIL/BUS FARE : _____ Class of AIR/RAIL: _____

Daily allowances : _____

(a) Hotel : _____

(b) Food : _____

Total : _____ **Advance required** _____

Is any mileage point or any other monetarily benefit be given for this move: YES/NO

If yes, indicate the mileage point or amount: _____

RECEIPT: -

RECEIVED:

RS. _____ (Rupees _____ Only)

from SAO, CAO(A&C), Ministry of Defence, New Delhi.

Date:

(Signature on Revenue Stamp)

Name:

Designation:

FOR OFFICE USE ONLY

No.60320/TA/DA/ADV/CAO/ADVANCE

Passed for Rs _____

COUNTERSIGNED

A Cheque may please be issued in favour of

- THE SAO, CAO/A&C, MIN OF DEF, NEW DELHI (Open Cheque)
- THE INDIVIDUAL ON HIS BANKERS (Account Payee Cheque)

Place: New Delhi

Date:

Sr Admin Officer, CAO/A&C