

Check List for audit of Permanent duty claim

- 1) Whether claim has been countersigned by the Controlling Officer. (TR 6/Appx.II) X
- 2) Whether a copy of the sanction of the authority sanctioning the move (Movement Order/Gen Forms) is attached. (TR 4/Appx III) X
- 3) Whether claim is preferred within the stipulated time limit. (TR 17-A) X
- 4) Whether Cash TA sanction is attached in support of cost of Railway warrant. (TR 47) X
- 5) Whether journey is performed by the entitled class of accommodation. (TR 57) X
- 6) Whether claim is supported by receipts and vouchers for the expenditure incurred. (TR 23) X
- 7) Whether personal effects and coveyance have been transported to the new duty place within the stipulated time limit. (TR 16) X
- 8) To verify whether family move is involved in case 100% of composite Transfer Grant is claimed. (TR 67) X
- 9) Whether transportn .of personal effects is claimed w.r.t.the max. limit prescribed. (GOI,MOF,Dept.of Expdr. OM no.19030/3/2008-E.IV dtd 8/6/10) X
- 10) Whether Registration no.is endorsed in the Challan/Consignee note of the transporter. (CGDA's Circular AT/IV/4462/ORs/PC-XI dtd 10-04-2013) X
- 11) Whether valid Service Tax No.is endorsed in the Challan/Consignment note of the transporter. (CGDA's Circular AT/IV/4462/ORs/PC-XI dtd 10-04-2013) X
- 12) Whether Distance between destination is specified. X
- 13) Whether the owner of truck / Transporter is mentioned. X
- 14) Whether the receipt of the luggage has been acknowledged. X
- 15) Whether full address of the consignor/consignee is mentioned. X
- 16) Whether toll tax receipt / State entry permit or tax exemption certificate is enclosed. X
- 17) Whether basic pay, grade pay,MSP have been verified for CTG. X