

Check List for audit of Ty. duty claim

- 1) Whether the claim has been countersigned by the Controlling Officer. (TR 6/Appx.II)
- 2) Whether the copy of the sanction of the authority sanctioning the move (Movement Order/Gen Forms) is attached. (TR 4/Appx III)
- 3) Whether the claim is preferred within the stipulated time limit. (TR 17-A)
- 4) Whether Cash TA sanction is attached in support of cost of Railway warrant. (TR 47)
- 5) Whether journey has been performed by the entitled class of accommodation. (TR 57)
- 6) Whether daily allowance is claimed as per the prescribed scales of entitlement (TR 60)
- 7) To verify whether free boarding and lodging have been provided at the duty station. (TR 114)
- 8) If hotel DA is claim., verify whether hotel is regd./lic.by proper auth. (GOI,MOF,UO no.548-E.IV/88 dt.Nil & CGDA's clarificn no.AT/IV/4513/XIX/6th CPC dt.02/09)
- 9) In case of travel by Air, verify whether the Air tkt is purchased thro'authorised travel agents only(GOI,MOF,D.O.Expdr. OM no.19024/I/2009-E.IV dt.16/9/10.
- 10) Verify whether cash recpt/Cash memo have been encl.with claim alongwith hotel accom.,travel chrgs & food bills(GOI,MOF OM no.19030/3/2008-E.IV dt.19/11/08)
- 11) Non availability of accom. whether certificate is encl. alongwith hotel chrgs.claimed CGDA's clar.no.AN/XIV/14162/6th CPC/TA/DA/Vol.Idt5/2/09