

CHECK LIST – RETIREMENT CLAIMS

Name of the Document	Yes / No
Claim duly ink-signed & Countersigned attached?	
Retirement Order attached?	
Retirement Part II order indicating place of settlement after retirement attached?	
Air Ticket attached?	
Boarding Pass (OR a Certificate from Airlines in their letter-head in case of loss of Boarding Pass) attached?	
Transporters’ Bill (Invoice & Cash Receipt) for Baggage transportation attached?	
Transporters’ Bill (Invoice & Cash Receipt) for Car Conveyance when transported by Truck attached?	
Sanction under TR 40 Note 2 (For claiming RMA) attached?	
Sanction under TR 47(iii) (For claiming Cost of Railway Warrant) attached?	
Claim Submitted within 6 months of completion of Journey (Or else Time Bar sanction attached) attached?	
Lost Voucher Certificate as per Rule 43 FR II in case of loss of original documents attached?	