

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (OFFICER), PUNE

CHECK LIST – PERMANENT DUTY CLAIMS

Name of the Document	Yes / No
Claim duly ink-signed & Countersigned attached?	
Posting Order 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 60 days 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?	

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (OFFICER), PUNE

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?	