

**PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (OFFICER), PUNE**

**CHECK LIST – TEMPORARY DUTY CLAIMS**

<b>Name of the Document</b>	<b>Yes / No</b>
<b>Claim</b> duly ink-signed & Countersigned attached?	
<b>Move Sanction</b> is attached for same dates	
<b>Detention Certificate</b> is attached for same dates	
<b>Air Tickets</b> are attached	
<b>Boarding Pass</b> in Original (OR a Certificate from Airlines on their letter-head in case of loss of Boarding Pass)	
<b>Mess Bill / Hotel Bill</b>	
Whether <b>Non-drawl of Ration Certificate</b> (From Quarter Master OR Camp Commandant OR Self Declaration)	
<b>Sanction under TR 40 Note 2</b> (For claiming <b>RMA</b> )	
<b>Sanction under TR 47(iii)</b> (For claiming <b>Cost of Railway Warrant</b> )	
<b>Taxi Bill</b> for Local Journey (Indicating distance travelled)	
Claim <b>Submitted within 60 days</b> of completion of TD (Or else Time Bar sanction attached)	
<b>Lost Voucher Certificate</b> as per Rule 43 FR II in case of loss of original documents	