

General discrepancies found during the audit of TA/DA/LTC claims

1. The Claims are not counter signed by the competent authority.
2. The claims are not controlled with Vr. No. & date.
3. GPF/PRAN No. not mentioned on the claim as it is necessity of automation system.
4. Pay in pay band and Grade Pay not mentioned separately on the claim.
5. Date of submission of the claim by the officer/individual is not mentioned on the claim.
6. D O Pt. II O.O. has not been enclosed with the claim.
7. Date and time of departure and arrival at stations have not been filled in the claim.

Discrepancies found during the audit of LTC claims

1. Certificate regarding wife of the officer/individual is employed or unemployed has not been found enclosed with the claim.
2. Certificate under Part "B" to be filled and signed by the controlling office has not been found enclosed with the claim.
3. The family details as on the date showing Age, date of birth & relationship with the Govt. servant duly counter signed by the controlling office has not been found enclosed with the claim.
4. Dependency certificate in case of adult members i.e. above 18 years and parents. The certificate should includes that they are residing with Govt. servant, wholly depend upon him/her and their income does not exceed Rs. 3500/- P.M.
5. DO Pt. II O. O. has not been found enclosed with claim.
6. Wrong block year has been shown in the DO Pt. II O.O. or claim/certificates.
7. DO Pt. II O.O. should have permission to avail LTC to showing block year, place of visit, home town, NRS, family members to which permission given, period of leave sectioned, date of commencement & completion of journey etc. It is, therefore, requested to publish the DO Pt. II O.O. as above and enclose with the claim.
8. Certificate by controlling officer and certificate by Officer/Individual must be ensured to be filled correctly & completely and enclose with the claim.
9. Original Air/Rail/Bus tickets must be ensured to be enclosed with the claim.
10. Certificate by the controlling officer to the effect that Officer/Individual has given advance intimation to avail the LTC has not been found enclosed with the claim.

Discrepancies found during the audit of Pt. Trf. TA/DA claims

1. Non availability certificate of Govt. accommodation at the time of joining at new station in case of claiming additional fair has not been found enclosed with claim.
2. Copy of posting order, Movement order and Pt. II O.O. has not been found enclosed with claim.
3. Consignees Copy of consignment note & cash receipt duly embossed with printed serial No. in support of luggage charges has not been found enclosed with claim.
4. Please affix Revenue stamp on the cash receipt where it is necessary.
5. Family details showing age, date of birth & relationship with the Officer/Individual duly countersigned by the controlling officer may please be enclosed with the claim.
6. Original Rail/Bus tickets have not been found enclosed with claim.
7. In case of claiming the conveyance charges of own Car/Two wheeler, enclose the copy of registration issued by RTO.
8. Change of residence proof from old station to new station has not been found enclosed.

Discrepancies found during the audit of Temp. Duty TA/DA claims

1. Movement order, Move sanction, Detention certificate & DO Pt. II O.O. issued by competent authority have not been found enclosed with claim.
2. Mode of conveyance has not been found mentioned in the Movement order.
3. Please furnish the cash receipt in case of travel by Taxi.
4. Officer/Individual on tour may preferably stay in Govt. Guest houses, Messes, I.B. etc. In case of non availability of the same, claim may please be supported with NAC.