

ANNEXURE – A

In order to ensure the smooth flow of processing of TA claim, the following guidelines are to be taken into account.

- ⇒ Copy of the travelled Train/Bus ticket has to be submitted along with the claim. If the ticket is not submitted, the minimum fare of that mode of travel will be allowed.
- ⇒ For claiming portage charges, copy of the Gate pass signed by the Security officials has to be attached.
- ⇒ Any claim in miscellaneous column related to official expenses (i.e. cost of photo copying, entry fees, telephone bills, mobile recharge etc.) has to be supported by voucher and counter signed by the official not below the rank of DGM in the miscellaneous column.
- ⇒ Transit conveyance claimed between residence to Railway station/Airport/Bus station and vice versa has to be supported by the respective voucher.
- ⇒ The individuals are requested to mention the place (like BHEL Township, Karumandapam, Srirangam) instead of 'residence' from where the journey started.
- ⇒ Local conveyance claims have to be supported by vouchers wherever possible.
- ⇒ Please choose the option as "Transit Flat" while claiming Daily Allowance if the individual has stayed in Chennai/New Delhi transit flat and NOT to choose guest house option.
- ⇒ Those who are not eligible for Air travel should attach the Boarding passes, if flight travel has been arranged on their own. Payment will be restricted to eligible class of train fare.
- ⇒ Wherever the individual has stayed at Temporary Residence during the official trip, individuals are requested to provide the full address .
- ⇒ In order to claim reimbursement of cancellation of tatkal tickets, due to official reasons, the copy of the cancelled ticket needs to be attached.
- ⇒ It is expected that the claim for tour is to be made on actual basis only.

