

### Checklist for TA Advance Claim

Sl. No.	Description	Compliance Status (Please ✓ whichever is applicable)		
		YES	NO	Not applicable
1	Whether the Advance request has been prepared in the prescribed proforma			
2	Whether the Claim has been signed by the claimant and countersigned by the Chairman			
3	Whether Copy of the invitation letter, if any, is enclosed			
4	Whether Copy of Approval letter / Sanction order approving the journey(s) is enclosed			
5	If CPDA funds is proposed to be utilized, whether approval of the Divisional Chairman, in the prescribed proforma, is enclosed.			
6	Whether Debit head for expenditure has been indicated			
7	Whether Approval of Financial Controller for flying by non-Air India, if availed, is enclosed			
8	Whether document showing indicative cost of Air ticket/Train ticket/Bus ticket for the journey(s) is enclosed			
9	Whether any document showing cost of accommodation during the tour period is enclosed			

Date:

Signature of the Claimant