

3 Basic Pay

2 Name & Designation

4 Headquarter

[illegible]

Rs _____ (Rupees _____)

Personal Effects	Rs

Signature of Claimant

Misc. (Specify)	Rs

Passed for

RS

Less T.A./T.T.A. Adv. Drawn vide Tr.Vr. No. _____ dated _____

Rs

Net Amount Payable Rs

Rs (words)

Instructions:

1. Tour diary should invariably be attached with the claim.
2. In case of transfer claim, the details of members of the family with age alongwith details of personal effects be given.
3. The Receipts No. of Hotel and Carriage Charges bills be quoted against the relevant column.
4. Ticket Nos. should be quoted when journeys are performed in a class other than the ordinary class.

Signature of DDO