

CHECK LIST FOR TA /DA CLAIM DOMESTIC AND INTERNATIONAL

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| 1 | WHETHER CLAIM HAS BEEN SUBMITTED WITHIN 60 DAYS SUCCEEDING COMPLETION OF JOURNEY IF ADVANCE TAKEN WITHIN 15 DAYS SUCCEEDING COMPLETION OF JOURNEY | YES/NO |
| 2 | TA PARTICULAR ALONG WITH GAR 14- A FORM DULY FILLED WITH CLAIM AMOUNT & BENEFICIARY DETAILS WITH SIGN /COUNTER SIGN WITH STAMP REGISTRATION /DELEGATION CLAIM FORM | YES / NO " YES/NO |
| 3 | Permission letter received from Faculty cell & Respective Administration | YES / NO |
| 4 | TICKETS BOOKED (PLEASE MARK) MANDATORY BY BALMER & LAWRIE BY ASHOKA TOUR AND TRAVEL BY IRCTC . | (PLEASE MARK MANDATORY) BY TRAVEL DESK – CASH LESS OR PAID BY SELF |
| 5 | ADVANCE TAKEN | YES / NO IF YES MENTION THE AMOUNT _____ |
| 6 | SUBMITTED TICKETS ALONG WITH BOARDING PASSES | MANDATORY |
| 7 | HOTEL BILL IN ORIGINAL (NOTE BOOKING VOUCHER NOT ACCEPTED FOR REIMBURSEMENT) IF FREE MEALS INCLUDED IN HOTEL BILLS | 1. TAX INVOICE MANDATORY UNDERTAKING REGARDING PROVIDING OF FREE MEALS |
| 8 | TAXI DETAILS IF ANY | MENTION DISTANCE (km) ALONG WITH AMOUNT PAID IN GAR – 14/A FORM |
| 9 | FOR INTERNATIONAL CLAIM | FCRA CERTIFICATE TO SUBMIT |
| 10 | VISA FEE RECEIPT WITH DECLARATION IN ORIGINAL MANDATORY | YES / NO |
| 11 | INSURANCE RECEIPT IN ORIGINAL | YES / NO |
| 12 | TELEPHONE | YES / NO SUBMIT BILL (CALL LIST & ROAMING CHARGES) DULY CERTIFIED WITH STAMP |
| 13 | Participation Report Submitted | YES / NO |
| 14 | NAME DESIGNATION DEPARTMENT CONTACT NUMBER | |

Note :- KINLDY MENTION THE AMOUNT PAID IN INR OR ENCLOSE CREDIT CARD STATEMENT AS A PAYMENT PROOF.

SIGNATURE WITH SEAL

VISA Declaration

SELF DECLARATION CERTIFICATE FOR REIMBURSEMENT OF VFS, SERVICE CHARGE IN CONNECTION WITH OFFICIAL FOREIGN VISIT

I (Name of the Employee) _____ hereby declare and undertake that in connection with my official foreign visit from _____ to _____ as per Office Memorandum No. _____ dated _____.

1. The VFS service charge & application charge of Rs. _____ (Rupees _____) was mandatorily levied by the authorized Visa Facilitation Service (VFS Global/ Authorized Agency) for processing the visa application for the said visit.
2. The said amount was actually paid by me vide Receipt No. _____ dated _____ which is enclosed herewith.
3. The service charge claimed does not include any optional or premium service (such as sms, courier, lounge or priority services).
4. I further declare that no part of this amount has been or will be claimed from any other source.
5. If any part of the amount claimed is found inadmissible at any stage, or if any refund/credit is received from VFS/Embassy subsequently, I undertake to deposit (with penal interest) the same to the Government account immediately.
6. In case the above declaration given by me is not found true at any stage. I shall be liable to disciplinary action under central civil services (Classification, Control and Appeal) Rules 1965, as amended from time to time.

Place:

Date:

(Signature)