

**CHECK LIST FOR TA /DA CLAIM DOMESTIC AND INTERNATIONAL**

1	WHETHER CLAIM HAS BEEN SUBMITTED WITH IN 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)