

REQUISITION FOR TA/DA/ ADVANCE
(TO BE SUBMITTED IN DUPLICATE)

PERSONAL DETAILS (IN BLOCK CAPITALS)

RANK & NAME: _____ **DESIGNATION** _____

NAME OF OFFICE/BRANCH _____ **Tel No.** _____

BASIC PAY _____ **EMP NO** _____

DESTINATION/PLACE OF DUTY _____ **Personal No.** _____

NATURE OF DUTY _____ **CDA A/c No.** _____

Whether Permanent/ _____ **Date of Retirement** _____
Temporary employee: _____

Movement /Posting Order No. _____ **dated** _____

Date of DEPARTURE _____ **Date of RETURN** _____

Drawing Pay and Allowances from: PCDA HQ/CDA(O) Pune. Place of duty _____

Through Bankers S/B A/C No. _____

Name & Complete Address of the Bank _____

UNDERTAKING:

1. I have not availed my advance for the same move.
2. I have submitted the settlement claims for which advances were drawn.
3. I will submit the claim for the present move within 15 days after completion of the duty.

DETAIL OF ADVANCE

AIR/RAIL FARE : _____
DA : _____
Lumpsum transfer allowance : _____
Luggage : _____
Conveyance of Vehicle : _____
Total : _____

RECEIPT: -

Received Rs _____ **(Rupees** _____ **Only)**
from SAO, CAO(MOV), Ministry of Defence, New Delhi.

(Signature on Revenue Stamp)

FOR OFFICE USE ONLY

Passed for Rs _____

COUNTERSIGNED

AN OPEN CHEQUE MAY PLEASE BE ISSUED IN FAVOUR OF THE SAO, CAO/MOV, MIN OF DEF, NEW DELHI/THE INDIVIDUAL ON HIS BANKERS.

Sr Admin Officer, CAO/MOV