सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION AND RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family Welfare, GOI)
धन्वंतरि नगर / Dhanvantari Nagar, पुदुच्चेरी / PUDUCHERRY-605 006
Website: www.jipmer.edu.in

(ACCOUNTS SECTION)

No.Acc./TA.DA-01/2025-2026 **Dated :**

CIRCULAR

Subject: Submission of TA/DA Bills and Delegation Bills – Guidelines for Proper Submission and Processing- Reg.

It has been observed that recurring issues arise in the submission and processing of TA/DA Bills due to the combined or improper submission of **TA/DA Bills** and **Delegation Bills**. This has resulted in unnecessary delays in the scrutiny and settlement of claims.

In order to streamline the process and ensure timely processing of claims, the following instructions are issued for **strict compliance** by all concerned:

1. **Separate Submission of Bills:**
   TA/DA Bills and Delegation Bills must be submitted **separately**. Both categories are to be treated as distinct heads of expenditure and should **not be clubbed together** in a single submission.
2. **Completeness of Bills:**
   Incomplete or improperly filled bills will **not be accepted for processing**. All mandatory enclosures, approvals, and supporting documents must be duly attached.
3. **Checklist for Submission:**
   To avoid omissions and errors, a **checklist form** is enclosed herewith. The same must be duly filled, verified, and attached with every TA/DA Bill and Delegation Bill at the time of submission.

All concerned officers and staff are requested to ensure compliance with the above instructions and use the enclosed checklists to facilitate smooth and timely processing of TA/DA and Delegation Bills.

Digitally signed by
G Ravikumar
Date: 21-11-2025
10:07:22

Senior Accounts Officer
JIPMER

To
1. All HoD/Officer-In-Charge/Section In- Charge.

Copy to:
1. OIC ITwing – To attach checklist with TA/DA form

Checklist for Domestic TA/DA Bill Submission

☐ Covering letter for TA/DA Bill with forwarding and dispatch date seal
☐ Complete sanction order with undersigned approval for the tour
☐ Participant's certificate
☐ Part A of the TA/DA claim form duly filled
☐ Details of date and time of journey
☐ Mode of travel and fare paid
☐ Distance travelled (in K.M.)
☐ Period of stay with date and time, name of hotel, daily rate, and actual individual expenditure
☐whether stayed in an authorized (government approved-registered) Hotel (Yes/No)
☐ certificate paragraph 'b', relating to expenditure on food during the tour to be filled in. If it is left blank, the food claim will be treated as Nil claim.
☐ Claim form signed on pages 2 and 3, and all bills duly signed and certified
☐ Local travel itinerary with date, time, and expenditure details
☐ Bill submitted within 60 days from completion of tour
☐ Journey commenced and completed within the sanctioned period
☐ original taxi bill, Air ticket and boarding pass (in case of air travel)
☐ Undertaking for use of own car (if claimed)
☐ Details of co-staff and shared amount (if accommodation shared)
☐whether Air ticket booked authorized agent (Yes/No)
☐ Self-declaration/clarification if flight ticket booked within 72 hours of travel
☐ Details of co-staff (if taxi/auto was shared)
☐ Relieving order, if posted on temporary transfer at Karaikal / Yanam / Amarnath Yatra

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Checklist for International TA/DA Bill Submission

☐ Visa bill (*where applicable*)
☐ Travel insurance bill
☐ Hotel bill along with relevant bank statement
☐ Ex-India leave sanctioned from _____ to _____

Accommodation including breakfast (Yes/No)

Checklist for Delegation Fee / Registration Fee Submission

☐ Covering letter with forwarding and dispatch date seal
☐ Complete Sanction order
☐ Original Registration/Delegation fee bill (attach bank statement for international transactions)
☐ Participation certificate