

# Punjab Small Industries and Export Corporation Limited

**PSIEC-9  
(T.A. Claim Form)**

Name.....Designation.....Branch.....Pay(Including SP).....H.Qtr.....

Purpose of Journey	Departure			Arrival			Actual Fair Paid			Conveyance for Fixed Points Only			Daily Allowance			Total
	Station	Date	Hours	Station	Date	Hours	Rail/Road	Class	Amount	Mileage	Rate	Amount	No. of Days	Rate	Amount	

**Journey verified and sanctioned in the interest of the corporation.**

Signature of Claimant      Signature & Designation

Date.....

Admitted for Rs.....

In words.....

Passed for Rs.....

In words.....

Note: Certificates as overleaf

ASSISTANT

SO(S)

AO

CGM (F)

### **CERTIFICATION FOR JOURNEY ON TOUR**

1. Certified that I was/was not provided with means of locomotion of the expenses of the corporation for any journey for which TA has been claimed
2. Certified that I travel by air/real/bus on all days in the class of accommodation to which I am entitled except on..... when I travel by ....class
3. Certified that the journey beyond jurisdiction was performed under proper authority.
4. Certified that I was actually and not merely constructive to be in camp on Sunday and holiday for which daily allowance has been claimed.
5. Certified that I was not absent or on casual leave during the period for which daily allowance has been claimed
6. Certified that during my half at ..... from ..... To.....while on duty I continue to incur extra expenditure after the first 10 days.
7. Certified that I have actually spent the above mentioned amount on fair charges for the class shown in TA Bill
8. Certified a journey was performed by orders of the competent authority.

Signature of Claimant

### **CERTIFICATES FOR JOURNEY ON TRANSFER**

- 1&2 Same as for journey on tour in respect to employee and family.
3. Certified that the family members for whom TA has been claimed actually traveled with me or proceeded followed me within the time limit prescribed for journey on transfer.
  4. Certified that the actual expenses incurred as cost of transporting personal assets was not less than the sum claimed in the bill.
  5. Certified that I have transported.....Qtls. of luggage on my transfer.

Signature of Claimant

**Note :**

1. The right of the employee to traveling allowance including daily allowance is forfeited or deemed to have been relinquished if the claimant does not prefer it within one month from date of which it becomes due
2. Strike out whichever is not applicable
3. Minimum punishment for withdrawal of false TA is dismissal
4. In case of journey back on by at ACC first class/ First Class rail ACC/Delux bus taxi the original ticket may please be attached in case not available the ticket number may be indicated .