

सवारी डिब्बा कारखाना, चेन्नै - 600 038
INTEGRAL COACH FACTORY, CHENNAI-600 038

प्रधान मुकाधि का कार्यालय Office of the PCPO

No.PB/CBS/TA/DA POLICY

दिनांक Dated 03.04.2019

परिपत्र CIRCULAR

विषय Sub: On-line submission of TA/DA Journals.

In order to promote online services and standardisation of TA/DA claims, it is proposed to introduce online facility for Gazetted officers and employees in Level 6 and above to submit TA/DA Journals online through ESS PORTAL under 'online' applications.

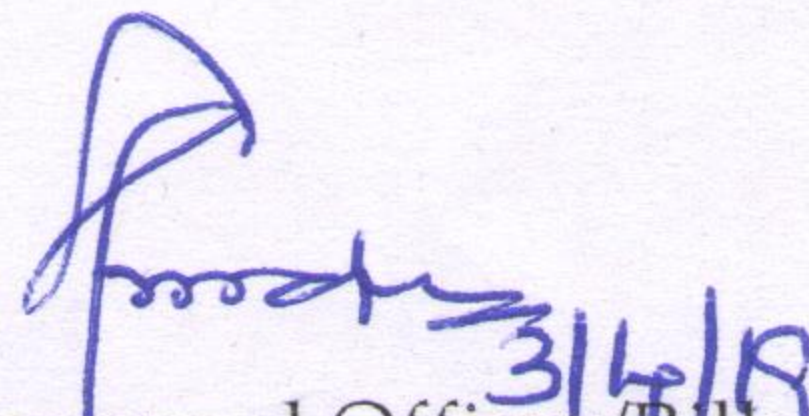
01. The details of the journey/tour submitted by the employee would be stored in the database as a permanent record duly linked with attendance-cum-leave data maintained in SAP pay rolls, so that TA/DA claims while on leave/holidays can be restricted automatically by the system.

02. It enables the employees to know the approximate amount of TA/DA at the time of submission of the journal online.

03. In initial phase, only Gazetted Officers and employees in Level 6 and above have to submit TA/DA Journals online from April 2019 onwards. (for the journeys performed in April).

04. The TA/DA details submitted online have to be printed and forwarded to the Bill Drawing Office (CBS) duly certified by the appropriate authorities. While taking a print-out for the current details of TA/DA, the past history of TA/DA claimed during the previous six occasions will also be printed automatically that enables the controlling officer to check before affixing signature.

05. These TA Journals would be sent to Associate Finance for vetting; and the vetted amount of TA/DA would be uploaded to Pay Rolls in SAP for payment duly adjusting the TA Advance, if any, paid earlier.


वकाधि/बिल्स Sr. Personnel Officer/Bills
कृते प्रधान मुकाधि for PCPO