



भारत सरकार / Government of India
रेल मंत्रालय / Ministry of Railways
दक्षिण मध्य रेलवे / South Central Railway

मं.रे.प्र का कार्यालय,
Office of the DRM
विजयवाडा मंडल /
Vijayawada Division
वाणिज्य विभाग,
Commercial Branch
विजयवाडा, Vijayawada.
आन्ध्र प्रदेश, Andhra Pradesh

No. B/C.568/TA/Comml. Staff

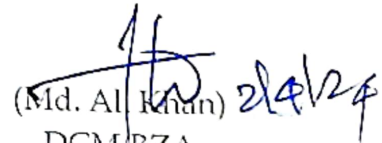
DI.02-04-2024

All Commercial Staff,
Vijayawada Division.

Sub:- Submission of TA bills - reg.

While forwarding the TA bills to Personnel Branch, it is noticed that the TA forms/bills submitted to this office are incomplete. Details such as No of days, PF Number, Bill Unit Number and Signature of the Head of the Office which are mandatory are not being filled in. It is the responsibility of the incharges to ensure that all the entries are properly made while counter signing the movements. The TA bills should be submitted within 2 months from the month of its accrual. It is also to be ensured that Mobile number of the employee claimer in the TA is entered in the TA form.

Further, the TA bills should be submitted to this office by 2nd of every month as the last date for forwarding the TA bills to Personnel branch is 5th of every month. TA bills submitted after 2nd will not be accepted.


(Md. Al Khan) 24/24
DCM/BZA
For Sr.DCM/BZA

