



## CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory body of Ministry of Women & Child Development)

West Block –VIII, Wing No- II, 2<sup>nd</sup> Floor, R.K Puram ,New Delhi -110066

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File No. 17-13/2000-CARA

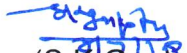
Date: 03.07.2018

### CIRCULAR

It is observed that while submitting TA/DA Bills to the Accounts Section, the bills are not accompanied by the supporting documents. Please ensure that the following documents should be accompanied with the TA/DA bill:

1. Original TA bill duly signed by the claimant at page No.3. of column No. 12.
2. Certificates at page No. 4 of TA bill should be duly filled / ticked and signed by the claimant.
3. Copy of the Air ticket /train/bus ticket clearly showing the fare paid by the claimant.
4. Original Boarding pass (to & fro) for air journey.
5. Original bill of hotel/Guest house for accommodation charges.
6. Original invoices for claiming taxi charges (if not, kms. travelled should be mentioned).
7. Copy of the tour approval from competent Authority.
8. All air tickets of economy class shall be booked directly from the website of Air India / IRCTC or booked from Ashok Tours and Travels / Balmer Lawrie & Co. Ltd.
9. Submission of the Tour Report within 15 days of undertaking of journey.

This issues with the approval of Competent Authority.

  
(S K Gupta)  
Accounts Officer, CARA

Copy to :

1. All Officer/Staff of CARA.
2. Contractual / Outsourced Personnel of CARA.
3. Non Officials members of Steering Committee.
4. Chairperson and Members of Advisory Committee.