

**READY RECKONER FOR FILLING
RETIREMENT TA CLAIM**

1. Distance between last duty station _____ to Home/SPR _____ is _____ kms

(For example if my qtr is in Navy Nagar & my Home/SPR (Selected Place of Residence) is Gajuwaka at Visakhapatnam then distance is counted as follows :

Navy Nagar to Mumbai CST	-	07 Kms
Mumbai CST to Visakhapatnam	-	1501 Kms (taken from Railway Ticket)
Visakhapatnam to Gajuwaka	-	20 Kms
Total distance	-	1528 Kms

2. Basic Pay _____, MSP _____, 'X'/C' Pay _____ (Attach copy of LPDC/PPO/SE)

3. **Move Particulars.** Self and family should proceed to the same station of SPR/Home.

DETAILS OF EXPENDITURE

1. Composite Transfer Grant (Total of Basic Pay + MSP + 'X'/C' Pay)

MLR Sailors	-	100%
Inliving Sailors	-	100%
Location Claim	-	1/3 rd

2. Halt DA* at Release Centre _____ days.

Date of Reporting - last day of month

Example = (1) For DOR PM 15 Jun 09

30 - 15 = 15 days Halt DA

(2) For DOR AM 15 Jun 09

30 - 14 = 16 days Halt DA

<u>Rates per days</u> :	Hon. Officers	-	₹ 230/-
	MCPOs/CPOs	-	₹ 200/-
	POs & Below	-	₹ 170/-

(If the outstation sailor is MLR at Release Centre then rates for MCPOs & below is double)

*Authorised for out station sailors only.

3. **Transportation entitlement**

CPOs & above = 60 Qtls, POs = 30 Qtls, Ldg & Below = 15 Qtls
(Authorised from Last duty station residence to SPR/Home)

Note: (a) Address of transport company should be last duty station and consignment note should bear the Machine printed company Registration No. & Service Tax No. from concerned state Govt.

(b) Both consignee and consignor copies of consignment note for transportation of luggage and scooter are to be attached and should be signed of receipt of items on reverse of it.

(c) Terms and condition should be printed on the reverse side of the Consignment note for transportation of luggage and scooter/motor cycle.

(d) Consignment note should clearly show it is “Door-to-Door” delivery.

(e) If the transportation charges are above Rs. 5000/- revenue stamp to be affixed on cash receipt issued by transport company.

4. **Conveyance entitlement.**

CPO & above – Car/Scooter/Motorcycle, PO & below - Scooter/Motorcycle

(All other terms and conditions are same as Sl. No. 3)

5. **Cash TA** : You are authorized to claim Cash TA (if warrant not availed) journey from Mumbai to SPR only. Attached the copy of Cash TA sanction issue by Release Centre and all original tickets.

6. **Less CLR** : Only out station Hon. Officers are to deduct the CLR amount for the period claimed at Sl. No. 2 above.

GENERAL INFORMATION

1. Do not forget signature on Revenue stamp at the marked place on Contingent Bill for claim of Rs. 5000/- and above.

2. Certificate in terms of NO 32/92 issued by your last unit should be signed by the CO/Accommodation Officer only.

3. Attach all enclosure as per page 2 of contingent bill duly completed.

4. **Local Claim**. If change of residence is local / same city / same district then change of residence certificate is required to be duly signed by your last unit Commanding Officer.

5. **Travel Entitlement** : (Grade Pay : ₹ 5400 & above - Air Economy class or Train - II AC), (Grade Pay : ₹ 4200 to 4800 - Train in II AC), (Grade Pay : ₹ 2800 & below - Train III AC)

6. **Journey by Sea** : (Grade Pay : ₹ 5400& above - Deluxe class),
(Grade Pay : ₹ 4200 to 4800 - First / A cabin),
(Grade Pay : ₹ 2800 - Second 'B' cabin class), (Grade Pay : ₹ 2400 & below - Bunk Class)

<u>Basic Pay</u>	<u>Rates DA (per day)</u>		<u>Baggage</u>	<u>Conveyance</u>	<u>Composite Transfer Grant</u>
	<u>Ordinary</u>	<u>Mumbai</u>			
15000-30500	120	230	60 Qtls (GP - 4200 & above)	Car	100 % BP+MSP+'X'/C' Pay
12500-15000	105	200		Car	
8000-12500	90	170	30 Qtls (GP - 2800)	Scooter	<u>Local</u> - 1/3 rd of BP+MSP+'X' PAY
Below Rs. 8000	55	105	15 Qtls	Scooter	

****Note:** Fields not understood may be left blank