

**Frequently Asked Questions**  
**TA/DA Claim**

**Q1. What are the important key points that have to be mentioned while applying for DA?**

- Ans.** a.) Is the period of absence from the Head Quarter(DC Office/ place of Office) is less than 6 hours or more ?
- b.) Is the journey beyond 25 km or within the radius of 25 km?
- c.) Details of the city/cities visited.
- d.) Mention the Grade according to the salary.

**Q2. What are the important key points that have to be mentioned while applying for TA?**

- Ans.** a.) Mention the mode of transport (two wheeler or own car/taxi/Air/train/Bus)
- b.) The place of journey.
- c.) The frequency/detail of distance covered in km.