

Final TA Bill settlement

- **Purpose:** To enable the ex-employee to shift from Headquarters and settle down at the native place.
- **Time-frame for submission of Final TA Bill :**
 - ❑ Case 1 : Quarter Vacated

Completion of journey to home town within six months of the date of separation and bill submission along with documentary proof of travel **within one month of completion of journey.**
 - ❑ Case 2: Quarter Retention permitted

Final TA Bill along with documentary proof of travel can be submitted within one month from the date of expiry of quarter retention period or the date of vacation of Company's quarter, whichever is earlier.