



HOCKEY INDIA

TA / DA

POLICY

**HOCKEY INDIA / HOCKEY INDIA LEAGUE
POLICY
T.A / D.A ALLOWANCES**

Hockey India / Hockey India League requires its Members, Office Bearers, Selectors, Technical Officials, Officials, and Staff Members to attend various meetings, Camps, National Championships, Hockey India League etc to perform official duties. The applicable allowances are granted for individuals transport, accommodation, food, phone, laundry, internet and other related expenses in order to perform these required duties.

Individuals are able to claim the applicable allowances from Hockey India / Hockey India League by completing the TA / DA Form and submitting valid receipts in line with this Policy.

- (a) Filling of TA/DA form is mandatory by each individual, who has been requested by HI to attend Meeting, Camp, National Championships, Hockey India League or any other official duty.
- (b) Submission of supporting documents which includes original bills of transport, accommodation & food are mandatory along with the signed TA /DA form.
- (c) Please sign on each of the individual bills / receipts to verify their authenticity
- (d) Duly signed TA /DA Form along with supporting documents should reach Hockey India Office within 15 days of completion of journey.
- (e) If TA/DA form is not received at Hockey India / Hockey India League Office within 15 days of completion of journey, the TA / DA claim will not be considered for payment. However, Chairman Finance & Audit Committee and CEO HI / HIL will have the authority to condone any delay of upto a maximum of 60 days in receipt of the TA / DA claim.

Note: TA /DA Form is attached.