



**University of Chitral**  
BECOME WHAT YOU WANT TO BE  
*Office of the Registrar*

یونیورسٹی آف چترار  
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UoCh/Estab/Ltr/ 1212 /23

Dated: 07<sup>th</sup> December 2023

To: All Heads of Teaching Departments / Administrative Sections  
University of Chitral (through email)

Subject: **Standard Format for TA / DA Claims**

In order to uniformize the format for TA / DA Claims and to ensure its routing through respective offices / directorates logically before it reaches the office of the competent authority for final approval, the Worthy Vice Chancellor has approved the attached standard format for TA/DA claims, and he has further directed to circulate to all offices for using it hence forward.

2. Forwarded for compliance, please.

*Zainab*  
Additional Registrar  
University of Chitral

**Copy for information to:**

1. PS to Vice Chancellor University of Chitral.
2. Directorate of Finance University of Chitral *with the directives to ensure that in future no claim should be entertained / processed if it is not prepared in the attached approved / standard format.*
6. File.

*Zainab*  
Additional Registrar  
University of Chitral