

CIRCULAR

No.AN/V/2131/TADA/LTC/Corr.

Date-17/05/2017

To

All Group Officers in Main Office.

All Sections in Main Office.

All Sub Officers under CDA(Army) Meerut

Sub: Delay in submission of claims for Tour and L.T.C. Claim .

Of late it has been observed that final adjustment claims on account of Temporary Duty and LTC is not being submitted within prescribed time limit, which has been viewed with great concern by higher authorities. A lot of advances are laying unadjusted against the officers /staff member for want of final adjustment claim resulting unnecessary correspondence and test audit objections . In this context, it is intimated that as per **G.F.R. 2017**, time limit regarding submission of TA/DA and L.T.C. Claim has been revised which is as under.

Rule 290 -----Due date of T. A. claim. Travelling allowance claim of a government servant shall fall due for payment on the date succeeding the date of completion of the journey. He shall submit the **travelling allowance claim within sixty days of its becoming due failing which it shall stand forfeited.**

Rule 292----- Due date of Leave Travel Concession claim. Leave Travel Concession claim of a government servant shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claims shall be as under :-

(i) In case advance drawn : Within thirty days of the due date.

(ii) In case advance not drawn : Within sixty days of the due date.

In case of (i) above if the claim is not submitted within one month of the due date, the amount of advance shall be recovered but the Government employee shall be allowed to submit the claim as under (ii) above. In case of failure to submit the claim in both the cases within the prescribed time lines, the **claim shall stand forfeited.**

In view of above, it is requested that time limit regarding submission of final claims for moves of tour and LTC may please be strictly adhered to. The contents of this circular may please be got noted from each individual.

GO(AN) has seen.

Please acknowledge receipt.

Sr.A.O.(AN)

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19/05
Sr.A.O.(AN-U)