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19/3/18

**VERY IMPORTANT CIRCULAR**

लेखा प्रधान नियंत्रक

**Office of the Principal Controller of Defence Accounts**

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007

No. 107, Lower Agram Road, Agram Post, Bangalore -- 560 007

फोन नं./Phone No. - 2554511, 25549746

फैक्स नं./Fax No. - 25543810

NO: AN/PAY-II/TADA/Orders

Dated: 19 /03/2018

To

All sections in Main Office  
All sub offices under PCDA, Bangalore organisation  
IFA (HQTC), Bangalore

**(Through Website only)**

Sub: Time limit for submission of claims for travelling allowances- regarding.

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Copy of the HQrs office letter bearing No. AN/XIV/19015/Govt Orders/TA/DA/Medical/2018 Dt: 16/03/2018 along with Ministry of Finance, Department of Expenditure letter vide 19030/1/2017-E-IV Dt: 13/03/2018 are forwarded herewith for information and guidance please.

The Contents of the OM may please be brought to all concerned

sd  
SAO (AN PAY)

Copy to

✓ The officer-in-charge,  
EDP Centre,  
Local

With a request to upload the same in the website please.

sd  
SAO (AN PAY)

रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt- 110010

सं. प्रशा./XIV/19015/सरकारी आदेश/या.भ./छु.या.रि./चिकित्सा/2018 दिनांक 16.03.2018  
No. AN/XIV/19015/Govt. Orders/TA/DA/LTC/Medical/2018

सेवा में,

सभी र.ले.प्र.नि./र.ले.नि./प्र.ले.नि.(फै.)

All PCsDA/CsDA/PCA (Fys)

Sub: Time-limit for submission of claims for Travelling Allowances – regarding.

उपर्युक्त विषय पर भारत सरकार, वित्त मंत्रालय (व्यय विभाग) के दिनांक 13.03.2018 के कार्यालय ज्ञापन सं० 19030/1/017-E.IV की प्रति सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु रक्षा लेखा महानियंत्रक कार्यालय की वेबसाइट पर उपलब्ध है।

A copy of Government of India, Ministry of Finance (Department of Expenditure) Office Memorandum No.19030/1/2017-E.IV dated 13.03.2018 on the above subject is available on the website of CGDA for your information, guidance and necessary action please.

संलग्नक: यथोपरि

कविता  
(कविता गर्ग)

रक्षा लेखा व. उप महानियंत्रक (प्रशा.)

प्रतिलिपि :-

1. प्रशासन-4 ।
2. लेखा परीक्षा - 1, 2 एवं 4 (स्थानीय) ।
3. लेखा परीक्षा (समन्वय) अनुभाग (स्थानीय) ।
4. ई.डी.पी. सेंटर (स्थानीय) :- रक्षा लेखा महानियंत्रक वेबसाइट पर अपलोड करने हेतु ।
5. प्रशिक्षण एवं संगोष्ठी केंद्र, बरार स्क्वायर, दिल्ली छावनी ।
6. पुस्तकालय अनुभाग (स्थानीय) ।
7. मास्टर नोट बुक प्रशासन-14 ।
8. महासचिव, ए.आई.डी.ए.ए. (सी.बी.) पुणे (द्वारा रक्षा लेखा प्रधान नियंत्रक (अधिकारी) पुणे) ।
9. महासचिव, ए.आई.डी.ए.ई.ए. (मु०) कोलकाता (द्वारा प्रधान नियंत्रक लेखा (फैक्ट्री) कोलकाता) ।

- 20 -  
(कविता गर्ग)

रक्षा लेखा व. उप महानियंत्रक (प्रशा.)

No. 19030/1/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi, the 13<sup>th</sup> March, 2018

OFFICE MEMORANDUM

Sub: Time-limit for submission of claims for Travelling Allowances – regarding.

Consequent upon the issuance of General Financial Rule (GFR)-2017, vide Rule 290 of GFR-2017, time-limit for submission of claim for Travelling Allowance (TA) has been changed from one year to sixty days succeeding the date of completion of the journey. Accordingly, in supersession of this Department's OM NO. F.5(16)-E.IV(B)/67 dated 13.06.1967 & OM No. 19038/1/75-E.IV (B) dated 18.02.1976, it has been decided with the approval of Competent Authority that the claim of a Govt. servant to Travelling Allowance/Daily Allowance on Tour/Transfer/Training/Journey on Retirement, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

2. In respect of claim for Travelling Allowance for journey performed separately by the officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. Similarly, TA claims in r/o transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the Govt. servant at the new station.

3. The date of submission of the claims shall be determined as indicated below :-

(i) In the case of Officers who are their own Controlling Officer.	The date of presentation of the claim at the Treasury/Cash Section.
(ii) In the case of Officers who are not their own Controlling Officer.	The date of submission of the claim to the Head of Office/Controlling Officer.

4. In the case of claims falling under category 3(ii), which are presented to the Treasury after a period of sixty days succeeding the date of completion of journey, the date of submission of the claim will be counted from the date when it was submitted by the Govt. servant to the Head of Office/Controlling Officer within prescribed time-limit of sixty days.

5. A claim for Travelling Allowance of a Govt. servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of the supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.

6. These orders are not applicable in r/o Leave Travel Concession (LTC) claims which are governed by separate set of rules of DoPT.
7. These orders shall be effective from the date of issue of this O.M.
8. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, this order issues in consultation with the Comptroller & Auditor General of India.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Govt. of India etc. as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.