



कार्यालय रक्षा लेखा प्रधान नियंत्रक
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No.T/1821/TADA/LTC CIRCULAR

Dated: 22 /11/2019

CIRCULAR

To

The Officer in Charge,
All Units/Esstts.

SUB: Submission of TADA/LTC requisitions/Claims on accounts of TA/DA/LTC claims.

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Of late it is noticed that TADA/LTC requisition/claims are received in this office deficient in many aspects which result in frequent rejections. The common deficiencies noticed during processing of requisitions and claims are mentioned below for information and guidance to avoid recurrence of the same while submitting TADA/LTC requisitions/claims to this office.

(A) GENERAL:

- I. **Claims are not in the prescribed form.** It is the responsibility of the Countersigning officer to ensure that the claim is in the prescribed proforma and all the columns are duly filled by the claimant before signing the claim.
- II. **Public Fund Account Number of the Units is not given.**
- III. **GPF/PRAN Number of the Government, Basic Pay/Level of Pay, Rank etc not mentioned.**
- IV. **Dated Signatures:** Claims are submitted signed by claimant and Counter signing officer **without dates**. Since date of submission of the claim by the claimant is crucial for determining the admissibility of the claim, the Counter signing officer should ensure that the claim submitted by the claimant is within the time limit prescribed by the rule. Otherwise, the claim should be rejected at his level.
- V. **Specimen Signatures:** Whenever there is change of Counter signing officer, ink signed specimen signatures should forwarded to this office to verify with the signature on the claims. Orders authorizing officers to countersign the claims **should not be more than one year old.**

- VI. **Countersigning:** Officers are competent to countersign their own claims is furnished in Appendix-IV. However, it is seen that some officers who are not covered under Appendix-IV Countersigning their own claims. It should be ensured that officers who not covered under Appendix-IV should get their claims Countersigned by their Controlling Officer.
- VII. **Time limit for submission of claims:** As per latest orders, the time limit for submission by claimants is furnished below:

Type of claim	If advance drawn	If advance not drawn
Tour/Transfer/Training/Journey on Retirement.	Within 15 days on completion of return journey.	<u>Sixty days</u> succeeding date of completion of the journey.
LTC claims	Within One month from date of return journey.	<u>Three months</u> from the date of completion of return journey.

TADA Claims preferred after the prescribed date is forfeited or deemed to have been relinquished will not be accepted in audit without time bar sanction. Time bar sanction accorded Govt. of India as per procedure laid down in Rule 296 (1) and (2) of GFR 2017 only will be accepted. There is no provision for time bar sanction for LTC claims vide **Para 32 under TR Rule 190**.

(A) Deficiencies in Temporary Duty claims:

- (i) Claims are not in the prescribed proforma I.A.F.T.-1716.
- (ii) Claims do not indicate the date of submission by the officials to the controlling officer. Few bills were submitted without counter signature.
- (iii) Specimen signature of the countersigning officer not forwarded with the claim.
- (iv) Movement orders not found enclosed.
- (v) Move sanction / detailment letter for training courses not found enclosed.
- (vi) Move sanction found accorded by the travelling officer himself which is not in order. The authorities empowered to order moves on duty are shown in Appendix-II. In case of own move approval of next higher authority is required **(Auth: AO 237/70)**.
- (vii) Claims were submitted without mentioning basic pay/Pay Level and GPF/PRAN number.
- (viii) Printed Hotel bills without GST Number found enclosed with the claim.
- (ix) Reimbursement of accommodation charges claimed for staying in unregistered Hotels/Guest House/Paying Guest accommodation, which is not admissible **(Auth.: Govt. of India order 2(a) under SR 51)**.