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	 कार्यालय रक्षा 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	
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**MOST IMPORTANT CIRCULAR**

No: AN/Pay/II/Bill Submission/2020-21

Dated: 19/03/2021

Sub : **Submission of TA/DA/LTC and Medical Bills in the Month of March, 2021 for the FY: 2020-2021.**

- Please refer to this office Important Circular of Even No. Dated 03/03/2021 wherein last date for submission of TA/DA/LTC (including Special cash package in lieu of LTC) and Medical Bills in the Month of March, 2021 for the FY: 2020-2021 has been fixed as 15/03/2021 to avoid last minute rush and to utilise / surrender excess budget on time.
- But, it is observed that time line for submission of bills is not being adhered to by the sections of MO and Sub Offices. It is seen that Employees and officers are submitting the claim after the above due date and sections / sub offices are forwarding the same.
- Please also refer to Clarification on LTC Cash Vouchers issued by MOF OM Dated: 10/03/2021 circulated vide HQrs letter dated 15.03.2021, wherein it has been clearly clarified that "As far as possible the claims **should be made and settled well before 31<sup>st</sup> March, 2021**".
- Hence, it is once again enjoined upon all the Officer-In-Charge (OI/C) of the sections of the Main office and Sub-offices to ***forward all the TADA/ LTC (including Special cash package in lieu of LTC)/Medical Claims at the earliest so as to reach to this office latest by 23 /03/2021 (1500 Hrs).***
- **Bills received after 23/03/2021 will not be entertained except for Medical Advance Cases.**

The circular may be disseminated to all the Officers and staff of the concerned Office/ Section, through an I/O.

  
 Dy.CDA (AN/Pay)  
 19/03/21

Distribution (Through Website Only)

1. All OI/C of Sections of MO
2. All OI/C of Sub Offices
3. PS to PCDA
4. PS to IFA HQ TC Bangalore
5. R section, MO, PCDA - for compliance please.
6. EDP Section ..... for uploading on PCDA Bangalore website.