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विकसित भारत अभियान 1947 TO 2047

NO:AN/II/TA/DA/Circular File Dated: 05 /11/2026

Important Circular No - 129

To,

The officer(s)-In Charge
All Section of Main Office CDA Guwahati
All sub-Offices under CDA Guwahati

Subject: Discrepancies in submission of TA/DA/ LTC claims :regarding

Of late it has been observed that TA/DA/LTC bills are submitted to this section in an incomplete manner which results in un-necessary delay in processing of the same. It is advised to all the Officers and Staff under CDA Guwahati to follow the applicable rules/procedures/prescribed time lines for submission of TA/DA/LTC claims with proper documentation in order to avoid delay in processing and releasing payment and also to avoid incidence of time-barred aspects.

A brief guideline for submission of TA/DA/LTC claims is furnished below for strict compliance.

i) Requisite forms of TA/DA/LTC claims (both Advance and Adjustment) are available in the website of CDA Guwahati.

ii) While preparing any claims there should invariably be **02 (two) sets** of the claim. One in original and other in duplicate containing each and every document separately.

iii) Bill should be signed by the claimant and countersigned by the SAO/GO concerned.

iv) Pay level and Basic Pay should invariably be mentioned in the claims.

v) For LTC claim, Leave statement from e-HRMS should be enclosed.

vi) For temporary duty claim **'Duty Completion Certificate'** should be enclosed along with the claims

vii) For Air Journey, when booking tickets under LTC, employees must ensure the ticket is explicitly booked under the **"LTC"** category and *not* "Corporate".

viii) Under guidelines issued by the Government of India (Ministry of Finance / Department of Expenditure), whenever the government bears the cost of air travel—including official tours,

transfer, training, or Leave Travel Concession (LTC)—air tickets **must** be purchased directly through one of the three Authorized Travel Agencies (ATAs): **Government employee portal** of (i)M/s Balmer Lawrie & Company Limited (BLCL) (ii) M/s Ashok Travels & Tours (ATT) and (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

Along with this time line for submission of claim is tabulated below for ready reference:

Sl No.	Bills	Where advance is taken	Where Advance is **not** Taken	References	Remarks
1.	Temporary Duty claim/ Training	Within 1 Month after completion of Journey	Within 2 Months after completion of duty	MoF,DoE,GOI OM No. 19030/1/2017-E.IV dated. 13.03.2018	
2.	Permanent Transfer TA Claims in r/o transportation of personal effects.	Within 1 month after completion of Journey	Within 2 Months after completion of duty	MoF,DoE,GOI OM No. 19030/1/2017-E.IV dated. 13.03.2018	If Journey performs separately by the officer and the members of his family, the date should be reckoned separately for each journey and claim should be submitted within sixty days succeeding the date of completion of each individual Journey.
3.	Permanent Transfer on retirement	N.A	Within 180 days (6 Months) after retirement.	MoF,DoE,GOI OM No. 19030/1/2017-E.IV dated. 15.06.2021	
4.	LTC	Within 1 month after completion of Journey	Within 3 Months after completion of journey	DoP&T OM No. 31011/18/2023-Estt.(A-IV) dt. 21.12.2023	

J. B Bug, IDAS
Dy. Controller