



कार्यालय, रक्षा लेखा नियंत्रक, गुवाहाटी

उदयन विहार, गुवाहाटी - 781171

Office of the Controller of Defence Accounts Guwahati
Udayan Vihar, Guwahati - 781171

दूरभाष -0361-2640394/2641142 फ़ैक्स- 0361-2640204/2640810



No.-T/01/Order.

Dated: 10/02/2020

To

All units/formation under jurisdiction of CDA Guwahati

Subject: Submission of claims for move on temporary duty/pmt posting/availing LTC.

It is apprised that while auditing the claims for move on temporary duty/permanent posting/availing LTC, it is observed that the claims are not being preferred properly by the claimant which makes hindrance to admit the claims. As such the following guidelines are given which may help the claimants to prefer the claim properly:

1. Claim to be preferred in the prescribed Performa viz. for temporary duty adjustment claim- IAFT-1716 and for permanent transfer adjustment claim- IAFT-1715 wherein the name, grade, personal no. & pay level of the claimant must be mentioned. Further, claim is required to be submitted in duplicate wherein voucher No. & date to be mentioned on top of the bill.
2. Authority for move viz. Movement Order, Move Sanction, Part-II Order etc. may invariably be mentioned in the claim.
3. Basic Pay with Pay Level in Pay Matrix is required to mention in the claim.
4. Date & time of departure and arrival may invariably be mentioned on the spaces provided in the format.
5. Number of dependent family members must be mentioned in adjustment claim for LTC/TA for Permanent Transfer.
6. Mode of conveyance i.e. different types of road transport/rail/air may invariably be mentioned in the claim with distance in KM.
7. Space provided in the format for advance taken is required to be filled up (if no advance taken, remark may be made as NIL).
8. The date of submission of the claim is required to be mentioned while signing the claim by the claimant and the claim must be countersigned by the competent authority.
9. Copies of Movement Order and its related Move Sanction & Detention Certificate must be attached with temporary duty TA/DA adjustment claim. Copy of Part-II Order for joining new duty station by the claimant must be attached with TA adjustment claim for move on permanent posting.

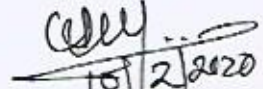
10. For LTC adjustment claim, Part-II Order notifying the place of visit, declared Home Town with nearest Railway station, date of journey, no. of dependent family members, nature of leave with no. of day/days of leave.
11. GPF/PRAN/PPAN number is required to mention in the claim for those who submit his/her first claim in new duty station as the claims are now processed through the software.
12. Officials who are entitled for air journey (officials whose basic pay in Pay Level 6 to 8 of the Pay matrix are not entitled for air journey for the purpose of availing LTC) they have to travel only by Air India. However the air routes where the blanket relaxation of Ministry of Civil Aviation exists, officials may travel by private airlines and also for cases of air travel by airlines other than Air India because of operational or other reasons or on account of non-availability, powers are delegated to the concerned Financial Advisers to accord exemption.
13. For the journey performed by air, boarding pass must be attached with the ticket by the claimant. Further, as per SR 48-B, air tickets are to be purchased directly from Airlines Booking Counters/Website or from authorized agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC.
14. For the journey performed by rail, tickets may be produced with the claim. If wait listed tickets are produced with the claim, they must be supported with the documentary evidences for journey performed from the railway authorities.
15. General Financial Rules (GFR) -2017 has been come into force w.e.f. 11/02/2017 and as per Rule 290 of GFR-2017, TA Claim is to be submitted by the claimant within 60 days reckoning on the date succeeding the date of completion of return journey. Further, as per Rule 292 of GFR-2017, LTC claim is to be submitted by the claimant within 30 days reckoning on the date succeeding the date of completion of return journey if advance paid to the claimant and if advance not paid, the time limit prescribed is 60 days. The claim not being submitted within the stipulated time limit will be forfeited.
16. Copy of Specimen Signature of the competent officer who is authorized to countersign the bills to be forwarded with the bills.

Sd/-

Accounts Officer (T)

Copy to:

IT & S Wing : for uploading on official website.


10/2/2020
Accounts Officer (T)