

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
107, LOWER AGRAM ROAD, AGRAM POST, BANGALORE-56007

No.T/1821/TADA CIRCULAR

Dated: 17/10/2018

To

The Officer in Charge,

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

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Of late it is noticed that TADA/LTC requisition/adjustment 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.

- 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 before signing the claim.
- II. **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
- III. **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.
- IV. **Delegation of powers to countersign the claims:** Delegation of powers under the Rules of RMES and Travel Regulations is quite different. Delegation of powers under the authority of RMES Rule-77 is furnished as the authority for Countersigning the claims, which is not acceptable in audit. Delegation of powers specifically stating the powers delegated to the officer duly quoting Rules of Travel Regulations under which delegated may be published and a ink signed copy of the same may forwarded to this office for regularizing the TA/DA/LTC claims. In this regard instructions contained in **AO 90/77** may be followed scrupulously.

- V. **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.
- VI. **Advance requisition on Ty.Duty/Pmt.duty/Course:** Requisition for advance on Ty. Duty, etc. are received in this office **without copy of authority for the move quoted in the Movement Order.** Instead, only letter No. and date is found to be quoted as Authority in the Movement Order. Henceforth, copy of authority letter/sanction of competent authority may invariably be submitted with the requisition. In case local superior officer is competent authority to order moves, TR Rules under which sanction accorded may be quoted in the move order.
- 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.	Two months.
LTC claims	Within One month from date of return journey.	Two months.

Claims received after the prescribed dates will not be accepted in audit.

- VIII. **Self Certification:** As per extant orders, persons drawing pay in Level 8 and below need not produce vouchers for claiming Reimbursement of Hotel charges and Travelling charges, they can claim the entitled amount against self-certified claim. The self-certified claim should clearly indicate the **period of stay, name/address of dwelling, period of travel, vehicle number, distance travelled, etc.,** failing which the self-certified claim will not be admitted.
- IX. **AIR Travel by entitled officers:** The claims on account of Air travel by entitled officers on **temporary duty/Course/Pmt. Transfers/LTC etc. should be in compliance with orders issued by Government of India, Ministries of Defence, Civil Aviation and Finance on the subject from time to time. Concurrence letter from concerned IFA should be furnished with the claim in case of travel by Private Airlines.**
- IX. **LTC advance requisition:**
- (i) Requisition for Advance on LTC are being received just one or two days before onward journey. Since, LTC is pre-planned journey, Requisition should be preferred well in advance so as to enable the Controlling Officer to verify the onward journey tickets within 10 days of drawal of advance.

(ii) Fare particulars of journey by entitled class should be furnished in the LTC Advance requisition.

- X. **Certificate to the effect that tickets have been verified:** A Certificate to the effect that tickets have been furnished by the employee for verification of Controlling Officers in case of drawal of LTC advance should be furnished with LTC claims. Also Controlling Officer should certify that genuineness of claims of high amounts, especially when advance has not been drawn.

In addition to the above requirements, instructions issued by this office Circulars of even number dated 22/04/2015 regarding submission of TADA requisitions/claims on account of Permanent transfer claims and Temporary duty may please be adhered to enable this office to process the claims faster and to avoid unnecessary return/rejection of the claims.

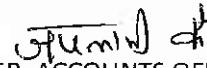
Encl: As above.


Asst. Controller

Copy to:

✓ The Officer I/C
OA Cell (Local)

.... For publishing in the Website of PCDA Bangalore under T-Section circular for information of Controlling Officer of all units.


SR. ACCOUNTS OFFICER (T)