

Important Circular

T/IX/1006/Misc/Circular
O/o the PCDA (CC)
Lucknow Cantt – 226002
Date: 25.10.2017

To

The Officer – In – Charge

All units, under audit
jurisdiction of PCDA (CC) Lucknow

Subject: Common deficiencies observed during audit of TA/DA/LTC Claims.

It is observed that following common deficiencies are usually found during audit of TA/DA/LTC claims:

a. General:

1. Public Fund Account Number of Units is not given.
2. Signature of Government Servant and Date not mentioned in claim(s).
3. Specimen Signature of the Controlling Authority, in case of transfer of previous Controlling Authority, is not provided to the office in time.
4. No Countersignature of countersigning authority on TA/DA & LTC advance and final claim.
5. Claim of TA/DA & LTC advance submitted after commencement of the journey.
6. Dependency Certificate is not enclosed/countersigned by the countersigning authority, wherever required.
7. Waiting ticket of Rail journey not submitted duly authenticated copy of confirmation of tickets.

b. Common deficiencies in Permanent transfer claims:

1. Distance travelled in Kilometer is not given.
2. Basic Pay and Grade Pay of 6th CPC not mentioned in claim in case of transferred prior to 01.07.2017.
3. Copy of audited Last Pay Certificate, for verification of advance taken from the previous station, is not enclosed.
4. Final claims are not submitted within the stipulated time.

c. Common deficiencies in LTC claims:

1. Block year for which LTC availed not mentioned.
2. Part II Office Order for availing LTC not enclosed.
3. Date of appointment, Basic Pay and GPF/PRAN/PPAN Number of the Govt. officials are not mentioned is not mentioned in claim and Part II Office Order.
4. Reimbursement is claimed in respect of journeys performed in vehicles not operated by

the Government or any Corporation run by the Central or State Government or local bodies.

5. Road mileage is claimed for journey from residence to nearest station/airport etc.
6. Journey performed by other than the shortest route is claimed in full.
7. Declared destination before commencement of journey is not covered and the same is not regularised.
8. Journey is not completed in respect of all the family members within the stipulated time.
9. Advance is drawn in excess of requirement which leads to levy of penal interest on unutilized advance.
10. Claim of advance submitted without estimate prepared by Rail/Air website/authorised agent.
11. Journey performed in a private car (owned/borrowed or hired) or chartered bus, van or other vehicle owned/operated by private operators.
12. Where no advance is drawn by the Govt. Servant, the right of a Govt. servant for reimbursement of LTC claim stands forfeited or deemed to have been relinquished, if the claim is not preferred within 3 months of the date of completion of return journey. If advance is drawn, final bill should be preferred within one month of the completion of the return journey.
13. Officials who are entitled to travel by air during LTC have to travel by economy class irrespective of entitlement.

d. Common deficiencies in TA/DA claims:

1. Part II Office Order/movement order and detention certificate are not enclosed.
2. Air Tickets have been booked through other than authorised agent.
3. Hotel charges claimed but necessary information i.e. period of stay and name of dwelling not mentioned by the claimant (Pay level 1 to 8) in the claim.
4. Local Journey fare claimed but self certified claim submitted by the Govt. servant not mentioned the period of travel, vehicle number etc.
5. Bills have not been preferred within the stipulated time period, In case of time bar cases necessary sanctions from the competent authority have not been enclosed.
6. Advance is drawn in excess of requirement which leads to levy of penal interest on unutilized advance.

In view of the above, it is therefore requested to please ensure the rectification of these common deficiencies before forwarding TA/DA/LTC claims to avoid unnecessary delay in admittance of claims.

GO (TA) has seen.


Sr. AO (TA Section)

Copy to:

The Officer - In - Charge

OA Cell (Local)

- For uploading in PCDA (CC) website.


Sr. AO (TA Section)