



No.F.5(TA)/Bills/2004

Date: 03/03/2005

**Office Note**

It has been observed while processing the TA bills/LTC bills that some of the staff members are not giving full details in support of their claim. It creates problems in timely settlement of the TA/LTC claims. It is therefore, requested that the following points may be borne in mind while submitting the TA/LTC claims.

**I. Travelling Allowance**

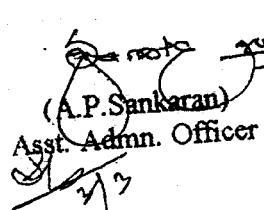
1. The touring official, before submitting the TA Advance/Settlement bills to office may ensure that the tour programme is approved by his/her Head of Division. A copy of the supporting documents, if any, should be enclosed with the tour programme for the reference of the approving authority/office. However, the Tour programme of the Head of Divisions, Scientist-in-charge may be submitted to the office with supporting documents if, any for obtaining the approval of the Director.
2. The source of fund (Institute/Scheme) should be mentioned clearly in the tour programme. If it is Scheme, name of the Scheme should be given.
3. For drawing the TA advance, new TA advance form may be used. (one copy is sufficient)
4. Final bill/revised tour programme may be submitted along with a tour note in the prescribed format. The Head of Divisions may send one copy of the approved tour note directly to PMT Section instead of sending to the office. One copy of the approved tour note may be enclosed with the final TA bill.
5. Distance in Kilometer should be mentioned for claiming road mileage. If travelled by higher class of conveyance (Taxi) Cash Receipt or Vehicle Number should be furnished. Claim for the travel in higher class of accommodation (including Bus) should be supported with documents. Otherwise the claim will be limited to the minimum eligible fare.
6. If TA/DA is paid by the sponsoring agency, etc it should be clearly mentioned in the tour programme/Tour note. In such case no TA bill should be submitted along with the revised tour programme.
7. If TA/DA is offered by the sponsoring agency no TA advance should be drawn from the Institute. However, if at all it is necessary to draw an advance to perform the journey, approval of the competent authority should be obtained before submitting the TA advance.
8. The unutilised portion of the advance on account of change in mode/class of travel, etc may be deposited with Cashier immediately on return from tour. A cash receipt for the refund may be obtained and the number of Cash Receipt may be noted in the adjustment bill.
9. If availed CL/EL or any other type of leave during the period of tour, the same should be clearly mentioned in the tour programme and also in the TA bill. Leave application in the prescribed proforma should be given to Establishment Section separately through the Head of Divisions.
10. The Scheme Staff should write their name, designation and the name of scheme clearly in the tour programme. They should take the approval of the Principal Investigator in the tour programme before submitting the same to the Office.
11. The font size of letter should be readable (not below 10).
12. Sufficient space may be kept in lower portion of the Tour programme to obtain the approval and sanction from the competent authorities.

## II. Leave Travel Concession

1. The Block years (Two year block) and the name of Home town as entered in the Service Book should be clearly mentioned in the bill. The name of place to be visited (Four year block - Anywhere in India) should also be mentioned.
2. The application for advance should be submitted atleast 10 days in advance to enable the Establishment Section/Bill Section to verify the eligibility, name of the dependents, etc. The fare for the journey will be limited to the shortest direct route.
3. Journey by Private Airlines is not permissible. The fare for the travel performed by Private Airlines cannot be limited to the entitled class of rail or any other conveyance. LTC is also not admissible for the journeys performed in a private car (owned, borrowed or hired) or chartered bus, van or other vehicle owned, operated by private operators.
4. The final claim should be supported with the Railway tickets. If the Railway Tickets are not available, the PNR Number and Ticket Number should be mentioned in the bill. It is advisable to take a Xerox copy of the ticket before the journey starts and if the tickets are collected by the Railway authorities, the copy of the ticket can be attached with the bill to avoid delay in settlement of the claim.
5. The claim of the dependant should not be submitted if their overall income exceeds Rs.1500/-p.m.
6. The unutilised portion of the advance should be refunded immediately on return from leave.
7. LTC Certificate in the prescribed proforma should be enclosed with the final bill.
8. If both (husband/wife) are government servants, a joint declaration may be submitted to the Office to record in the service book.

## III. Reimbursement of registration fees

1. The tour approval is not sufficient for reimbursement of registration fee. Approval of the Director through PMT should be obtained for attending Seminar etc. The details of the approval may be submitted along with the claim for reimbursement.

  
(A.P. Sankaran)  
Asst. Admn. Officer

Copy to:

1. All the staff, IISR Calicut/ Peruvannamuzhi/ CRC Appangala.
2. IISR Website.