

I/6282/2023



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 स्वास्थ्य अनुसंधान विभाग
 स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR-NATIONAL INSTITUTE OF VIROLOGY
 Department of Health Research,
 Ministry of Health & Family Welfare, Govt. of India

No.ICMR-NIV/Accts/2023-24/1

Dated: 04.10.2023

OFFICE MEMORANDUM

Sub: Time-limit for submission of claims for Travelling Allowances – reg.
 Ref: 1) D/o Expenditure OM No. 19030/01/2017-E.IV dated 15.06.2021.

The instructions issued by D/o Expenditure vide OM dated 13.03.2018 on the subject cited above are hereby again brought to the notice of the employees of this Institute for necessary compliance. It is reiterated that the claim of a Govt. servant to travelling allowance / daily allowance on tour / transfer / training is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

Also, as per rule 290 of GFR, 2017, Government servant shall submit the travelling allowance claim within sixty days of its becoming due failing which it shall stand forfeited.

This issues with the approval of competent authority.

(C Somasekhar)
 Accounts Officer

To:

1. Notice board of all units
2. Administrative Officer /DDO.
3. Accounts Section.
4. PS to Director.
5. Project Cell.
6. Bills Section.
7. Dr. Pratip Shil, Scientist-E – For uploading on Institute's website.
8. Office copy.



Government shall, at the time of the appointment, declare the date of birth by the Christian era with confirmatory documentary evidence such as a Matriculation Certificate, where prescribed qualification for appointment is Matriculation or above. In other cases Municipal Birth Certificate or Certificate from the recognised school last attended shall be treated as a valid document.

Rule 288 (1) Service Book. Detailed Rules for maintenance of Service Books are contained in SRs. Service Books maintained in the establishment should be verified every year by the Head of Office who, after satisfying himself that the services of Government servants concerned are correctly recorded in each Service Book shall record the following certificate “Service verified from(the date record from which the verification is made) upto(date).....”

Rule 288 (2) The service book of a government servant shall be maintained in duplicate. First copy shall be retained and maintained by the Head of the Office and the second copy should be given to the government servant for safe custody as indicated below :-

- (i) To the existing employees - within six months of the date on which these rules become effective, if not already given.
- (ii) To new appointees - within one month of the date of appointment.

Rule 288 (3) In January each year the Government servant shall handover his copy of the Service Book to his office for updation. The office shall update and return it to the Government Servant within thirty days of its receipt.

Rule 288 (4) In case the Government servants’ copy is lost by the government servant, it shall be replaced on payment of a sum of Rs. 500/-.

Rule 288 (5) All Service Books should be digitised for easy reference and to avoid problems in case of loss of Service Books.

Rule 289 Retrospective claim due from date of sanction. In the case of sanction accorded with retrospective effect the charge does not become due before it is sanctioned. In such cases the time-limit specified in Rule

296 (1) should be reckoned from the date of sanction and not from the date on which the sanction takes effect.

Rule 290 Due date of T. A. claim. Travelling allowance claim of a government servant shall fall due for payment on the date succeeding the date of completion of the journey. He shall submit the travelling allowance claim within sixty days of its becoming due failing which it shall stand forfeited.

Rule 291 Reckoning the date in case of T.A. claims by retired Government servants appearing in a Court of Law for defending himself.— Retired Government servants become eligible for reimbursement of Travelling expenses in respect of travel(s) for appearing in court of law for defending himself only when the judgement relating to his honorable acquittal is pronounced by the court. In such cases the date of pronouncements of the judgement shall be the reference point for submission and reimbursement of his T.A claim.

Rule 292 Due date of Leave Travel Concession claim. Leave Travel Concession claim of a government servant shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claims shall be as under :-

- (i) In case advance drawn : Within thirty days of the due date.
- (ii) In case advance not drawn : Within sixty days of the due date.

In case of (i) above if the claim is not submitted within one month of the due date, the amount of advance shall be recovered but the Government employee shall be allowed to submit the claim as under (ii) above. In case of failure to submit the claim in both the cases within the prescribed time lines, the claim shall stand forfeited.

Rule 293 Due date of Over Time Allowance claims. A claim for overtime allowance shall fall due for payment on first day of the month following the month to which the overtime allowance relates. The claim shall stand forfeited if not submitted within 60 days of the due date.

Rule 294 Due date of a withheld increment. In the absence of any specific order withholding an ordinary increment under



No. 19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 13th March, 2018

OFFICE MEMORANDUM

Sub: Time-limit for submission of claims for Travelling Allowances – regarding.

Consequent upon the issuance of General Financial Rule (GFR)-2017, vide Rule 290 of GFR-2017, time-limit for submission of claim for Travelling Allowance (TA) has been changed from one year to sixty days succeeding the date of completion of the journey. Accordingly, in supersession of this Department's OM NO. F.5(16)-E.IV(B)/67 dated 13.06.1967 & OM No. 19038/1/75-E.IV (B) dated 18.02.1976, it has been decided with the approval of Competent Authority that the claim of a Govt. servant to Travelling Allowance/Daily Allowance on Tour/Transfer/Training/Journey on Retirement, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

2. In respect of claim for Travelling Allowance for journey performed separately by the officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. Similarly, TA claims in r/o transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the Govt. servant at the new station.

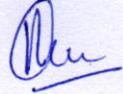
3. The date of submission of the claims shall be determined as indicated below :-

(i) In the case of Officers who are their own Controlling Officer.	The date of presentation of the claim at the Treasury/Cash Section.
(ii) In the case of Officers who are not their own Controlling Officer.	The date of submission of the claim to the Head of Office/Controlling Officer.

4. In the case of claims falling under category 3(ii), which are presented to the Treasury after a period of sixty days succeeding the date of completion of journey, the date of submission of the claim will be counted from the date when it was submitted by the Govt. servant to the Head of Office/Controlling Officer within prescribed time-limit of sixty days.

5. A claim for Travelling Allowance of a Govt. servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of the supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.

6. These orders are not applicable in r/o Leave Travel Concession (LTC) claims which are governed by separate set of rules of DoPT.
7. These orders shall be effective from the date of issue of this O.M.
8. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, this order issues in consultation with the Comptroller & Auditor General of India.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Govt. of India etc. as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.