

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II) KERALA
THIRUVANATHAPURAM**

सं.का.स्था.(हक)/.ले.प-II./या.भ(परिपत्र)/2021-22/

दिनांक 28 /10/2021

No. O E Entt (AU-II)/TA Circular/2021-22/

Dated: 28 /10/2021

परिपत्रसं/ Circular

Sub:- Travelling Allowance Claims.

All Controlling Sections / Staff members on tour are directed to comply with the following instructions for the smooth settlement of Travelling Allowance (TA) claims:-

1. Travelling allowance claim of a Government servant shall fall due for payment on the date succeeding the date of completion of journey. Touring officials should submit main copy of TA bill, enclosing rent receipts (wherever mandatory), claim for local journey and Daily Allowance claim to OE (Entt) section and the duplicate copy to the HQrs section concerned within 60 days of its becoming due falling which it shall stand forfeited. If tour advance has been drawn the time limit for submission of bill is 15 days. If the adjustment bill is not submitted within the time limit, the entire advance will be recovered with penal interest.
- 2..TA bills for each month may be preferred separately and not clubbed up together irrespective of the tenure of the Audit program assigned to the officials. Officials may prefer one TA claim only per month to avoid duplication. In case of trainings at RTI/ Hindi trainings/ IA&AD and civil services tournaments etc separate TA Bills can be submitted. UN Audit related claims should be preferred separately, only as the claim is passed by Headquarters Office, Delhi.
3. Main journeys from camp to camp only should be recorded in main page (Sl No.5) of TA bill, along with date and time of arrival/ departure. The purpose of each journey and the purpose of periodic visit to HQrs should be clearly mentioned in Column (9). No column in the TA Bill should be left blank. Local journey and Main journey should not be combined and

should be claimed separately. Travel by Air/ Rail may be invariably substantiated with original Tickets/ Boarding Passes or both as the case may be. Mere quoting of PNR Nos without producing tickets in case of Journeys performed in sleeper/ higher class by Rail shall be disallowed. Air tickets may be invariably booked in Air India, either directly through their website or through the recognised/ approved agents only (IRCTC, Balmer & Lawrie and Ashok Travels).

4. Officers enclosing rent receipts with TA bills should ensure that the hotel rent receipts contain the requisite GST numbers and taxes are deducted. In case of officials who are exempted from producing Rent receipts (up to level 8) , the details such as name and place of Hotel, actual date of check in/ checkout, rent paid, whether rent shared with other official etc should be strictly mentioned. Hotel accommodations booked online may be strictly substantiated with rent paid vouchers; mere presentation of email booking confirmation will not be entertained. Officials are instructed to procure rent receipts from hotels on check out to avoid inconvenience while processing such TA claims. It should be ensured by the officials that the dates of arrival and departure along with check in – check out time, number of Pax/ guests are correctly noted in rent receipts issued by hotels.

5 All claims preferred may be typed/ written legibly in case of manuscripts so as to avoid unnecessary delay in processing of TA claims.

6. Before submitting TA Bill, it should be ensured by the touring official that the TA bill is complete in all respects. All relevant information such as month of claim, Pay and Level (very important in view of grant of NFU/ and MACP) in the Pay Matrix as per 7th CPC, Headquarters, address of residence at HQrs etc. should invariably be furnished in the appropriate column in the front page of TA Bill. Signature of the official should be recorded in the TA bill and in all the Annexures.

7 The HQrs section concerned should verify the tour details in the TA bills with reference to approved tour programme/ tour diaries, event reports and record the details of leave availed of by the officials, date of work at home, dates of quarterly conference, seminar etc. arranged at

HQrs, and forward the verified copy of TA bill to OE (Entt) section within one week of receipt of the bill to avoid accumulation of single copies of TA Bills in OE (Entt) section. It should be ensured that the leave particulars recorded by HQrs section tally with the details furnished by the officials at Sl.No.7 in the TA bill. Discrepancies, if any, noticed should be rectified by HQ section before transferring the TA bills to OE (Entt) section. In case of HQrs which deals with Companies/ PSUs, the holidays if not in accordance with state holidays may be marked/ stated specifically during verification of TA Bills.

Sd/-

Senior Deputy Accountant General(Admn & AMG-I)