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भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



सत्यमेव जयते

Circular No.01, -Staff Wing-2020
Letter No. 47 -Staff (Entt.I)/93-2020
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 20-01-2022

To

1. All Heads of Department in IA & AD;
2. Principal Director (Commercial), O/o the CAG of India; and
3. Director (P) - Local

Subject: Clarification on delay in submission of TA, TTA & LTC Claim bill, due to Covid-19 Pandemic situation.

Sir/Madam,

References are being received in Headquarters seeking clarification regarding delay in submission of TA, TTA & LTC Claim bill due to nation-wide Lockdown from 23rd March to 20th May 2020 and further during the year 2021 due to Covid-19 pandemic, as during this period various employee could not attend their offices and could not submit their TA, TTA & LTC Claim bill within prescribed time limit as per extant provisions:

2. The issues raised by the field offices have been considered in consultation with IFA Wing in Headquarters and it is clarified that as per GFR 296 the time barred claims should be investigated by the Head of 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. Such scrutiny is to be made keeping in view the extent and period of lockdown specific to that particular location. Further, since this circular is being issued with the concurrence of Internal Financial Advisor in the Headquarters, hence such belated claim need not be sent to Headquarters for concurrence and action may be taken by the field office itself on the basis of genuineness and merit of the case.

3. The Cadre Controlling Authorities are requested to take appropriate action at their level on the matter accordingly.

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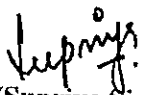
4. In this regard, it is also pertinent to mention that the aforesaid relaxation/extensions for submission of claims/bills are strictly specific to the situations arising due to the Lockdown for containing the spread of Covid-19 Pandemic. Under no circumstances the above provisions shall be made applicable to cases of belated submission arising due to some other reason whatsoever. In such separate situation, provisions of GFR-296 is to be followed and concurrence of IFA has to be sought for each case.

5. Further, it is also reiterated that the extant instructions/provisions regarding submission of claims/bills within prescribed time limit on LTC, TA, TTA journey should be strictly complied with. It is seen that despite reiterating the extant provisions from time to time, Headquarters is still in receipt of cases seeking relaxation for time barred claims on the grounds of lack of awareness of rules and work-exigencies etc.

Therefore, field offices are advised to ensure wide circulation of Headquarters/Ministry instructions issued from time to time in this regard among their employees.

Henceforth, the cases seeking relaxation on the plea of lack of awareness of rules, and on grounds of exigencies of work etc. shall not be considered by Headquarters. Only those cases shall be considered where, as per the extant provisions, the field offices shall certify the fact that the circumstances furnished by the concerned officials are found satisfactory/genuine and beyond the control of the concerned officials due to which there was delay in submission of claims within prescribed time limit and undue hardship is being caused to the concerned officials, along-with the recommendation/proposal of the offices and copies of supporting documents substantiating the proposal for relaxation.

Yours faithfully,


(Supriya Singh)

Asstt. Comptroller & Auditor General (N)

