CIRCULAR

The undersigned is directed to state that the instances have been noticed for various advances i.e. Temporary Advances, TA Advance, LTC Advance, etc., where the same are not being settled/adjusted within the time limit as per rule. The time limits for adjustment of such advances have been given below:

1. Temporary Advance: Advance holder is his own responsibility to adjust of Temporary Advances by submission of detailed accounts supported by vouchers or by refund, as may be necessary within 15 days of the withdrawal of advance.

2. TA Advance: Advance should be adjusted within 15 days of completion of the tour. In cases where no advance is drawn for travelling allowance including daily allowance, the claim should be submitted within one (01) year, from the date on which it becomes due, i.e. completion of the journey, failing which the claim will be forfeited or deemed to have been relinquished.

3. LTC Advance: The official should furnish Railway Ticket numbers, PNR No./Air Ticket No. within 10 days of withdrawal of the advance and final adjustment will be made within one (01) month from the date of return journey.

4. Medical Advance: Within one (01) month from the date of discharge from hospital. Therefore, all officials concerned are advised to ensure such adjustment within the prescribed time limits which are updated time to time by the Govt. of India, failing which the same would be treated as Time Barred Claim and will not be accepted for audit & payment. In that case recovery will be made with admissible interest rate and no further advance will be allowed till the previous one is settled/adjusted within the time limits.

(P.K. Dash)
Assistant Secretary (I/C)

Distribution:
1. All the Departmental Heads in H.O. ...With the request to circulate amongst the concerned officials working under them.
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