

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

To:

1. DUI, DCDC, DSW, DFS, Dean Alumni
2. S.O. to V.C.
3. All the Chairpersons/Coordinators of all Centres/ Heads of the Deptt./Branches, P.U., Chandigarh.
4. Director, Regional Centre, Ludhiana, Hoshiarpur, Mukatsar & Kauni
5. Principals of all Constituent Colleges
6. R.A.O.

No. 4874-5073/A

Dated: 30.04.2013

Sub: Reimbursement of LTC/TA Claims

Dear Sir/Madam,

In the recent past many representations have been received in this office regarding delay in processing and release of LTC/TA Claims. In this regard, necessary feedback was taken and it was observed that the main reason for such delay is the repetition of discrepancies in the claim bills as observed by the audit. Due to these discrepancies the LTC/TA bills had to return back to the concerned department for necessary compliance.

In order to streamline the processing of LTC/TA bills, a detailed checklist has been prepared so as to facilitate the claimants to prepare their bills. All the employees are requested to ensure the compliance of this checklist before submitting the bills so that the discrepancies can be reduced to the minimum level and the reimbursement of the expenditure can be made in shortest possible time.

The checklist as enclosed may kindly be brought to the notice of all the employees and research scholars.

Cooperation of all the employees is solicited in this regard.

Yours sincerely,

**CHECK LIST FOR VARIOUS TYPE OF T.A. CLAIM BY THE UNIVERSITY EMPLOYEES
AND RESEARCH SCHOLARS**

(A) Claim for LTC and 10 days earned leave encashment at the time of availing LTC :-

- (i) The prior sanction to proceed on LTC specifying the dates must be obtained from the controlling officer i.e /HOD or /Registrar/D.U.I/V.C as the case may be on the prescribed form with a copy to the establishment branch & accounts branch. The form is available on the University website. **(No post facto sanction is allowed in this regard under the rules)**
- (ii) To avail the benefit of 10 days earned leave encashment, the applicant must submit the application on the prescribed form in Establishment Section at least 7 days before the start of journey along with service book. Such application must be recommended by the Head of department/Branch. The Establishment section shall after making necessary entries in the service book and prescribed form submit it to salary section within 2 days of receipt of such form. The Salary Section must obtain the sanction of Registrar for payment of 10 days earned leave encashment before the start of journey. **(No post facto sanction is allowed in this regard under the rules)**
- (iii) In case the employee has availed LTC advance then LTC adjustment shall be submitted within the one month after completion of the return journey. If no advance has been drawn, the claim shall be submitted within three month after the completion of the return journey. No relaxation is admissible in this regards under the LTC rules.
- (iv) The LTC claim bill must be countersigned by the Controlling officer i.e H.O.D or the Registrar/V.C/D.U.I as the case may be before submitting the claim to the Accounts Branch.
- (v) The following documents duly verified by the applicant and countersigned by the Head of deptt/head of branch shall be attached with the claim bill:-
 - (a) Original journey tickets **(i.e rail/bus/air etc)**
 - (b) Original cash receipt
 - (c) Original boarding pass in case of air travel
 - (d) Service Book
- (vi) The entitled employee should travel by Air India carrier with cheapest economy class through shortest and direct route only and no relaxation is allowed in this regard. **LTC 80 air fare for university employees is not applicable.**
- (vii) Air tickets preferably be purchased directly from Indian Airlines booking counter or website of Indian airlines or it may be purchased from IATA approved booking agents.
- (viii) Air tickets must reflect the air fare itself. Air ticket without reflecting air fare is not admissible as per T.A rule.
- (ix) Affix the Revenue stamp of Rs. 1/- on the claim bill if the amount exceed Rs. 5000/-.

(B) Out of Budget Head “Improvement of Education” Part – C for attending conference within India :-

- (i) The tour program including journey days and sub head out of which the travel claim or advance is to be released must be got approved from the competent authority before undertaking the journey mentioning therein the purpose on the prescribed form, which is available on the University website.
- (ii) The following documents shall be submitted with the claim duly verified by the applicant and countersigned by the controlling officer i.e. Registrar /H.O.D. /D.U.I/V.C. as the case may be:-
 - (a) Original Journey tickets
 - (b) Original actual payee receipt
 - (c) Original boarding pass
 - (d) a copy of invitation letter
 - (e) a copy of conference/workshop attending certificate
 - (f) a copy of brochures containing details of conference and participation fee etc.
- (iii) The details of local conveyance charges must be sanctioned by the competent authority i.e. H.O.D. /V.C. / Registrar/D.U.I as the case may be.
- (iv) With respect to boarding and lodging charges, the employee must give a certificate as to whether any of these facilities were provided free of cost, duly countersigned by the Competent Authority i.e. H.O.D/D.U.I/Registrar/V.C as the case may be. This certificate will determine the claim of D.A.
- (v) The payment such as fare, D.A., local conveyance must be claimed strictly as per the entitlement under the relevant instruction.
- (vi) Affix the Revenue stamp of Rs. 1/- on the claim bill, if the amount exceed Rs. 5000/-.

(C) Domestic travel claim :-

- (i) The tour program including journey days and budget head out of which the travel claim or advance is to be released must be got approved from the competent authority before undertaking the journey, mentioning therein the specific purpose of the journey.
- (ii) In case of travel relating to any invited talk, Seminar, workshop etc., the conditions of invitation letter must be complied with.
- (iii) The following documents shall be submitted with the claim duly verified by the applicant and countersigned by the controlling officer i.e. Registrar /H.O.D. /D.U.I/V.C. as the case may be.
 - (a) Original Journey tickets
 - (b) Original actual payee receipt
 - (c) Original boarding pass
 - (d) a copy of invitation letter
 - (e) a copy of conference/meeting attending certificate
 - (f) a copy of brochures containing details of conference/meeting and participation fee
- (iv) Air tickets preferably be purchased directly from Indian Airlines booking counter or website of Indian airlines or it may be purchased from IATA approved booking agents.
- (v) Air tickets must reflect the air fare itself. Air ticket without reflecting air fare is not admissible as per T.A rule.
- (vi) In case of employees entitled to travel by air, they must undertake journey by Air India carrier on cheapest economy class only. If air India services are not available then prior special sanction of competent authority for journey by **other carrier** giving reason must be obtained before undertaking the journey.
- (vii) With respect to boarding and lodging charges, the employee must give a certificate as to whether any of these facilities were provided free of cost, duly countersigned by the Competent Authority i.e. H.O.D/D.U.I/Registrar/V.C as the case may be. This certificate will determine the claim of D.A.
- (viii) The details of local conveyance charges on the separate sheet must be sanctioned by the the competent authority i.e/H.O.D/D.U.I/Registrar/V.C. as the case may be. .
- (ix) In case of T.A claim of research scholars, it may be mentioned whether number of days as claimed by the research scholar in the claim for allowing dearness allowance is as per guidelines of funding agency/university keeping in view the overall limit, if any.
- (x) The detail of travel expenses must be mentioned on the application/ letter of advance for drawing an advance.
- (xi) Affix Revenue stamp of Rs. 1/-on the claim bill if the amount exceed Rs. 5000/-.

(D) Inter National (abroad) travel claim:-

- (i) The tour program including journey days and budget head out of which the travel claim or advance is to be released must be got approved from the competent authority before undertaking the journey, mentioning therein the specific purpose of the journey.
- (ii) In case of travel relating to any invited talk, Seminar, workshop etc., the condition of invitation letter must be complied with.
- (iii) The following documents to be submitted with claim duly verified by the applicant and countersigned by the controlling officer i.e. Registrar /H.O.D. /D.U.I/V.C. as the case may be.
 - (a) Original Journey tickets
 - (b) Original actual payee receipt
 - (c) Original boarding pass
 - (d) a copy of invitation letter
 - (e) a copy of conference/meeting attending certificate
 - (f) a copy of brochures containing details of conference/meeting and participation fee
- (iv) The employee must travel by Air India Economy class only. If air India services not available then Prior special sanction of competent authority for journey by **other carrier** giving reason, must be obtained before undertaking the journey.
- (v) Air tickets must reflect the air fare itself. Air tickets without reflecting air fare is not admissible as per T.A. rule.
- (vi) Air tickets preferably be purchased directly from Indian Airlines booking counter or website of Indian airlines or it may be purchased from IATA approved booking agents.
- (vii) With respect to boarding and lodging charges, the employee must give a certificate as to whether any of these facilities were provided free of cost, duly countersigned by the Competent Authority i.e. H.O.D/D.U.I/Registrar/V.C as the case may be. This certificate will determine the claim of D.A.
- (viii) The details of local conveyance charges on the separate sheet must be sanctioned by the the competent authority i.e/H.O.D/D.U.I/Registrar/V.C. as the case may be. .
- (ix) In case of T.A claim of research scholars it may be mentioned whether number of days as claimed by the research scholar in the claim for allowing dearness allowance is as per guidelines of funding agency/university keeping in view the overall limit if any.
- (x) The detail of travel expenses must be mentioned on the application/ letter of advance for drawing an advance.

- (xi) In case of travel claim concerning to any workshop, seminar, and conference etc. to be reimbursed out of plan unassigned grant, an affidavit on non-judicial stamp paper for Rs. 3/- shall be attached as prescribed under the plan/ grant sanction letter.
- (xii) The visa fee paid by the applicant is admissible on production of receipt issued by the High Commissioner or Embassy. The visa charges claimed by the travel agent are not reimbursable under the rule.
- (xiii) A copy of conversion rate as applicable during the conference/meeting/journey days or the date on which the foreign exchange was purchased shall, be added with the claim.
- (xiv) Affix Revenue stamp of Rs. 1/- with the claim bill, if the amount exceed Rs. 5000/-.

NOTE :-

- A.** The above check list is not applicable in the T.A. claim of the experts/members of the Selection Committee, fellow of the University and examiner's/other delegates who came to university in connection with the university work.
- B.** The other terms and conditions as notified by the Punjab Government/Government of India as adopted by the university or issued by the funding agencies/University authority/Syndicate/Senate from time to time with respect of T.A./D.A. shall be applicable.