

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

No.HR-2 (HCM 2)/TA/2021

Date: 22/ 11 / 2021

Office Order

**Sub:- Time limit for submission of the claims**

1. Consequent upon the issue of General Financial Rules (GFR 2017), time limit for submission of claim for various allowances have undergone change. GFR also mandates that in case of failure on the part of a Government servant to make claim within the permissible period, their claim shall stand forfeited.
2. CAG team while auditing the Institute activities has brought out this issue and is insisting to recover the entire amount of claim in all cases where prescribed time limit for submission of claim has not been adhered to. In case no advance is drawn, claim should be preferred within the permissible period failing which claim shall stand forfeited.
3. For ready reference of employees, various time limit applicable in preferring the claim is appended below.

Sr. No.	Various advances	Maximum permissible period for preferring claim in case of advance drawn	Maximum permissible period for preferring claim in case of advance not drawn	Remarks
1.	LTC	Within 30 days after completion of return journey	Within 60 days after completion of return journey	a) Wherein advance is drawn, the right to claim shall stand forfeited and the entire amount will be recovered along with applicable penal interest from the date of drawal of advance to the date of recovery.  b) <b>Wherein advance not drawn, the claim shall stand forfeited.</b>
2.	TA on official tours [within India /outside India]	Within 15 days after completion of return journey	Within 60 days after completion of return journey	a) Wherein advance is drawn, the right to claim shall stand forfeited and the entire amount will be recovered along with applicable penal interest from the date of drawal of advance to the date of recovery.  b) <b>Wherein advance not drawn, the claim shall stand forfeited.</b>
3.	TA on Retirement	—	Claims should be submitted with 180 days succeeding the date of completion of the journey.	The right to claim shall stand forfeited.
4.	Medical	Within 30 days from the date of discharge from the hospital	Within 180 days from the date of completion of medical treatment / discharge of the patient from the hospital	Unutilized the entire amount to be refunded / recovered.

4. All Institute employees are to take note of above and to ensure that time limit as given above is strictly adhered to, failing which they shall forfeit their right on the subject to claim in line with Government instructions on the subject. HR-2 (HCM 2) / Payroll Unit to ensure that advance, if any granted, not settled within the given period is recovered from the employees.

  
REGISTRAR

To,

1. The Director
2. The Dy. Director (FEA) (AIA)
3. The Registrar
4. The AR (Internal Audit & GR Section)
5. All Faculty
6. All Staff
7. All Students