



MAHATMA GANDHI UNIVERSITY, KERALA

പുറത്തെഴുത്ത് നം.7861/AD A3/4/2019/ADMIN

തീയതി.18.06.2019

TA / LTC ക്ലെയിം ചെയ്യുന്നത് സംബന്ധിച്ച് നിലവിലെ ചട്ടങ്ങളിലുള്ള അപാകതകൾ ഒഴിവാക്കുന്നതിനായി കർശനമായ നിർദ്ദേശങ്ങളും വ്യക്തതയും നൽകിക്കൊണ്ട് സർക്കാർ പുറപ്പെടുവിച്ച സർക്കുലർ No. 10/2019/Fin Dated 02.02.2019, മിനിറ്റ്സ് ഇനം നം. 51/19.04/7861/ADA3/4/2019/ADMIN തീയതി, 31.05.2019 പ്രകാരം സർവകലാശാലയിൽ നടപ്പിലാക്കുവാൻ സിൻഡിക്കേറ്റ് തീരുമാനിച്ചിരിക്കുന്നു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

PREMKUMAR R
ASSISTANT REGISTRAR I ADMINISTRATION
രജിസ്ട്രാർക്കു വേണ്ടി

പകർപ്പ് :

- 1. എല്ലാ സെക്ഷനുകളും വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
2. വി.സി./ പി.വി.സി. എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ /എഫ് ഒ /സി ഇ എന്നിവരുടെ പേർസണൽ അസ്സിസ്റ്റന്റുമാർ
4. ജോയിന്റ് ഡയറക്ടർ ,കെ.എസ്.എ.ഡി., മഹാത്മാഗാന്ധി സർവകലാശാല
5. പി.ആർ.ഒ /സിറ്റാഡ്/സി.എം.എസ് ( വെബ്സൈറ്റിൽ അപ്ലോഡ് ചെയ്യുന്നതിനായി)
6. എഫ്.സി.സി./എ.സി.സി./ഫിനാൻസ് I / IV / ഓഡിറ്റ് I / IV / ഐ.ക്യു.എ.സി.
7. എഡി എ I /എഡി എ II /എഡി എ IV /എഡി എ V /എഡി സി. I/II/III
8. സ്റ്റോക്ക് ഫയൽ / റെക്കോർഡ്സ് സെക്ഷൻ/ ഫയൽ കോപ്പി



GOVERNMENT OF KERALA

Finance (Expenditure-C) Department

Circular

No. 10/2019/Fin

Thiruvananthapuram, Dated: 02.02.2019

Sub:- TA Claims and LTC Claims of Officers-Defects/discrepancies in the existing guidelines – strict instructions and Clarification – issued -Reg.

- Ref:- 1. GO (P) No. 5/2013/Fin dated 02.01.2013.  
2. Letter No. FAA(HA Wing)/TA-Misc/2015-16/85, dated 05.02.2016 of Principal Accountant General (General & Social Sector Audit), Kerala, Thiruvananthapuram.

The Principal Accountant (General (G&SSA) in his letter read as 2<sup>nd</sup> paper above has pointed out that during audit scrutiny of TA/LTC bills of All India Service Officers/State Government Officers, claims are made violating the existing rules under KSR. It is noticed that the violations of rules are due to the absence / non compliance of specific Rules/ directions or ambiguity in Rules / orders issued. Hence, the following instructions are issued to be followed for preferring TA claims / LTC claims.

**Traveling Allowance Claims**

1. Splitting of tour arised due to unauthorised stay in-between places while traveling in air should not be allowed.

**Leave Travel Concession Claims.**

1. While preferring LTC claims, Government assistance will be limited to the fare by the shortest direct route calculated on a through ticket fare, irrespective of the fact whether the journey was performed by shortest or any other route. The claims for circular/circuit routes covering all the places mentioned in the sanction order of LTC is not reimbursable.

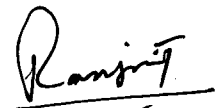
2. Auto Rickshaw /Taxi fare from residence to air port/Railway station/bus stand and from air port to place of stay and back will not be reimbursable.
3. The LTC claim will be restricted to the actual expenses limited to the railway/road/steamer/airfare by the authorised class of accommodation according to the eligibility of the officer on tour as contemplated in KSRs Part II. The Claims made for chartered/private vehicles during LTC is not reimbursable.
4. Change in destination will be allowed only with prior approval of Government. Claims with a change in destination should not be reimbursable. Change in destination invariably be sanctioned only by Government, considering the genuineness of the situation.
5. Fares for sight seeing conducted by taxis/chartered vehicles will not be reimbursable.
6. LTC claims for visiting various places are not reimbursable. The Government assistance admissible will be limited to the actual fare for the actual distance travelled from home town of the Government servant to the declared destination.
7. In case of air journey, the claim for aerial distance will be restricted to actual expenses calculated only by the road distance.
8. The air journey performed in Private airlines while availing LTC are reimbursable subject to the production of a certificate that the flight charges do not exceed that of National airlines, issued by the Competent Authority.
9. LTC claims for multiple destinations are not reimbursable. Government assistance will be limited to the actual fare admissible subject to entitlement, from the home town of the Government servant to the declared destination and claims for visits for multiple destinations are not reimbursable even if it is mentioned in the sanction order of LTC.

**MANOJ JOSHI**  
Principal Secretary (Finance)

To,

✓ The Principal Accountant General (Audit), Kerala,  
Thiruvananthapuram  
The Accountant General ( A&E), Kerala, Thiruvananthapuram  
The Accountant General (G&SSA), Kerala, Thiruvananthapuram  
The Accountant General (E&RSA) Kerala, Thiruvananthapuram  
The Director of Treasuries, Thiruvananthapuram  
All Heads of Departments / Officers.  
The Private Secretary to Chief Minister  
All Private Secretaries to Ministers  
The Private Secretary to the Leader of Opposition  
All Secretaries to Government  
The Secretary, Kerala Public Service Commission,  
Thiruvananthapuram.  
The Registrar, University of Kerala/Cochin/Kozhikode/M.G  
University, Kottayam/Sree Sankarachaarya University, Kalady  
The Registrar, High Court of Kerala, Ernakulam  
The Registrar, Kerala Agricultural University  
The Secretary, State Information Commission,  
Thiruvananthapuram  
The Secretary, Kerala Human Rights Commission,  
Thiruvananthapuram  
The Managing Director, Kerala State Road Transport Corporation  
Thiruvananthapuram  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram  
The Secretary to Governor  
All Secretariat Departments  
✓ The Nodal Officer [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
Stock file/Office Copy

Forwarded/By order



Accounts Officer