



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## FINANCE AND ACCOUNT SECTION

F. No. IITK/ACCT/2024-25/OO/52

Date: 27 Jan 25

### Office Order

**Subject:** Compliance with Revised Claim Submission Timelines

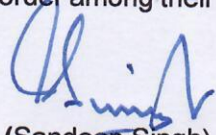
In accordance with the provisions of **Rule 290** and **Rule 323** of the General Financial Rules, all departments, sections, and units of the Institute are hereby directed to strictly adhere to the timelines for claim submissions as detailed below:

1. **Traveling Allowance (T.A.) Claims:**
  - a. As per **Rule 290**, the traveling allowance claim of a government servant shall fall due for payment on the date succeeding the date of completion of the journey.
  - b. **Submission Deadline:** Claims must be submitted within **sixty (60) days** of becoming due.
  - c. **Forfeiture Clause:** Claims submitted beyond the stipulated timeline shall stand forfeited.
2. **Advances for Contingent and Miscellaneous Purposes:**
  - a. As per Rule 323(1), the Head of the Office may sanction advances for purchases or other purposes necessary for the management of the office, subject to the specified conditions.
  - b. As per Rule 323(2), the adjustment bill, along with any balance, must be submitted within fifteen (15) days of drawing the advance.
  - c. **Recovery Clause:** Failure to submit the adjustment bill within the prescribed timeline will result in the recovery of the advance amount from the subsequent salary(ies) of the government servant concerned.
3. **LTC Claims:** As per DoPT OM No. DOPT-1714455840135 dated 30 Apr 2024
  - a. Where an advance has been drawn by a Government servant, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On a Government servant's failure to do so, he shall be required to refund the entire amount of advance forthwith in one lump sum. No request for recovery of the advance in instalments shall be entertained.
  - b. A claim for reimbursement of expenditure incurred on journey under LTC shall be submitted within three months after the completion of the return journey, **if no advance** had been drawn. **Failure to do so will entail forfeiture of the claim and no relaxation shall be permissible in this regard.**

It is imperative that all employees and units comply with these timelines to avoid objections raised by the **External Audit Team (AGUP)**. The Audit Team has consistently flagged instances of non-compliance, and strict adherence will ensure smooth functioning and financial discipline within the Institute.

Heads of Departments/Sections/Units are instructed to circulate this office order among their teams and ensure compliance.

This order takes immediate effect.

  
(Sandeep Singh)  
DR (F&A II)

**Copy to:**

1. All Heads of Departments/Sections/Units
2. Finance & Accounts Section File