



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004  
HEAD QUARTER PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004  
No. P-HQ/RUL/110/4/754 Date:-25.02.2019

To

The Sr. DPO-  
SECR/NGP.

Sub:-Time limit for submission of claims for Travelling Allowance.

Ref:-Sr. DPO/NGP's letter No. P/NGP/RUL/2018/4 dated 30.01.2019.

1. In terms of RBE No. 44/2018 [Estt. Rule No. 99/2018], the date of submission of claim for TA shall be determined, in the case of officers who are not their own Controlling Officer, from the date of submission of the claim to the Head of Office/Controlling Officer. Further, the claim for TA in such cases should be submitted within 60 days succeeding the date of completion of journey. There is no provision of condonation of delay in such cases.

2. Vide letter under reference, clarification has been sought for regarding the time limit for submission of claims for travelling allowance. NGP division is interpreting that an employee can submit the claim for TA upto 3<sup>rd</sup> month of occurrence i.e. for claiming TA of January month, claim may be submitted upto 31<sup>st</sup> March.

2. The matter has been examined. It is clarified that the time limit for submission of TA claims is 60 days only, succeeding the date of completion of journey. However, there may be situation where an employee conducts journey on tour for two or more occasions in a month. TA claim is submitted in a single claim for the entire month. In such cases, the date of last journey conducted in that month may be taken as completion of journey for this purpose of calculating 60 days. The claim in such cases should be submitted within 60 days of completion of last journey in that month.

3. This has the approval of CPO (IR).

  
(Hafis Mohamed)  
Dy. Chief Personnel Officer (HQ)  
For Principal Chief Personnel Officer

Copy to- (1) All PHODs/CHODs-SECR/BSP for kind information please.

(2) Sr. DPOs-BSP, NGP & R, Dy. CPO/CON/BSP, WPO/MIB/NGP, APO/WRS/R, APO/GSD/R, APO/Bills/HQ for information and necessary action.

  
25.02.19  
For PCPO/SECR/BSP