



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद  
Indian Institute of Information Technology, Allahabad  
An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Office of the Dy. Registrar (Finance & Accounts)  
(Internal Audit Wing)

F.No.: IIIT-A/DR(F&A)/LTC/2018/ A/c 28  
Dated: 09.01.2018

**CIRCULAR**

**Subject: Compliance with LTC rules -- Regarding**

During audit of LTC adjustment claims against sanctioned advances submitted by the employees to the Accounts Section, it has been observed in few cases that due to change in class of accommodation (Journey by air / train) before the proposed date of outward journey, the excess drawal of advances / unutilized advances were being retained by the individuals till submission of final adjustment claims, which is irregular. It may be noted that **primary responsibility for ensuring compliance with LTC rules is that of the employee of Institute and the of-repeated plea of ignorance of rules cannot be a valid ground for relaxation of rules.**

It is, therefore, felt necessary to issue fresh instructions to all concerned as follows for information, guidance and scrupulous compliance:-

- A. As and when LTC advance is paid to an official, the copy of air / train tickets etc. should invariably be produced to the Accounts Section **within 10 days of drawal of advance** to show that he / she has actually utilized the advance amount to purchase the tickets, **irrespective of the date of commencement of the journey.**
- B. In all cases, whenever the eligible employee claims LTC by air, he / she is required to book the air tickets either directly through Airlines (at Booking counters / Websites of Airlines) or through utilizing the services of Government approved travel agents namely M/s Balmer Lawrie & Co. Ltd, M/s Ashok Travels & Tours and IRCTC. **Booking of tickets through any other agencies like makemytrip.com, yatra.com is not permissible.**

- C. The employees entitled to travel by air are required to travel by Air India only in Economy class (**irrespective of entitlement**) at LTC-80 fare or less as the intention is to ensure that the LTC claim should not in any case exceed LTC-80 fare of Air India.
- D. The employees not entitled to travel by air may travel by any airlines between places connected by train on their own wish, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less for the shortest route.
- E. The **time-limit for drawal of LTC advance** is as follows:-
- **125 days (i.e. 4 months and 5 days) in case of journey by train.**
  - **65 days in case of air etc.**
- F. The **time-limit for submission of LTC claim** is as follows:-
- (i) **In case advance is drawn: Within 30 days of completion of return journey.**
  - (ii) **In case advance is not drawn: Within 90 days of completion of return journey. In case the claim is not submitted within this period, the same will be forfeited.**

In case of (i) above:-

- (a) If the claim is not submitted **within 30 days** of the due date, the amount of outstanding advance shall be recovered in one lump sum and the claim will be treated as one where no advance is sanctioned. Further, penal interest @ 2% (two per cent) over and above the current prevailing GPF / CPF rate of interest on the entire advance from the date of drawal to the date of recovery will be charged.
- (b) When claim submitted **within stipulated time** but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery as specified at point no. (a) above.
- (c) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the employee, the Competent Authority of the Institute may, if satisfied, exempt charging of interest.

All concerned are, therefore, requested to note the above-mentioned instructions contained in this CIRCULAR and observe them carefully to avoid any adverse comments from the Statutory Audit at a later stage.

This issues with the approval of Director.



  
Dy. Registrar (Finance & Accounts)

**Copy to:-**

- Director -- for information.
- Chief Vigilance Officer
- All Faculty Members / Officers / Staff Members