



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Administrative Circular No.24 /2017, Dated November 28, 2017**

**Subject: - Revised time limit for submission of LTC claim.**

In supersession to the all earlier Orders / Circulars / Memos in the matter of time limit for submission of LTC claim the undersigned is directed to convey that on recommendation of the Finance Committee at its 113<sup>th</sup> meeting held on 20.07.2017, the Board of Governors at its 187<sup>th</sup> meeting held on 15.09.2017 approved the time limit for submission of LTC claim as per **Rule 292 of General Financial Rules 2017** as conveyed by the Government of India Ministry of Finance, Department of Expenditure.

Leave Travel Concession (LTC) claim of the Institute Employee shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claim shall be as under:

- i) **In case where advance is drawn:** Within thirty days (30) of the due date.
- ii) **In case where advance is not drawn:** Within sixty days (60) of the due date.

In case of Sl. No. (i) above, if the claim is not submitted within one month of the due date, the amount of advance shall be recovered from the employee of the Institute in one lump sum but the employee shall be allowed to submit the claim as under Sl. No.(ii) above. In case of failure to submit the claim in both the cases within the prescribed time lines, the claim shall stand forfeited.

In view of above, all employees are requested to strictly follow the aforesaid instruction and to submit their LTC claims within the stipulated period on completion of journey and refund unutilized advance to avoid unpleasant situation leading to forfeiture of the claim and levy of penal interest as per rules (@2% over GPF Interest on the entire advance from the date of drawl to the date of recovery). Further, any unutilized LTC advance should be deposited immediately with the cash section of the Institute.

All Heads of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all faculty / staff members.

  
(Pradip Pyne) -  
Registrar

**Copy to:**

1. All Deans
2. All Heads of the Department/Centre/School/Section/Unit
3. All Chairmen / Chairpersons /Professors-in-Charge
4. Chairman, Hall Management Centre
5. Head, Institute Information Cell - *with a request to incorporate/effect the above on the Institute website*
6. Chairman, ERP Cell / Head, ACSSC
7. Head, Computer & Informatics Centre - *with a request for Gmail circulation*
8. President / Vice-President, Technology Students' Gymkhana
9. All Executive Engineers / Engineers
10. Joint Registrar, (S&P) Section
11. All Deputy Registrars/ Assistant Registrars
12. Security Officer
13. Secretary to Director
14. Secretary, Deputy Director's Office
15. Secretary, Registrar's Office
16. Office Order File / Administrative Circular File