

भारतीय मानक ब्यूरो  
लेखा विभाग मुख्यालय

संदर्भ: लेखा/3:1(2023-24)

दिनांक 14.3.2024

विषय - टीए दावे प्रस्तुत करना

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(07) / २०२४ दिनांकित 14.03.2024 आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता-/  
(गुरप्रीत सिंह)  
निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

सभी क्षेत्रीय / शाखा कार्यालय / एनआईटीएस/ प्रयोगशालाओं / मुख्यालय के सभी विभागों के कर्मचारियों को परिचालित

प्रतिलिपि आईटीएस -इंटरनेट के माध्यम से परिचालित करने हेतु

**BUREAU OF INDIAN STANDARDS**

**(Accounts Department)**

**Ref: Accts/3:1(2023-24)**

**14 March 2024**

**Sub: Submission of TA Claims**

The Circular No. BIS/HQ/Accounts/Circular(07)/2024 dated 14.03.2024 on the subject is enclosed for necessary action.

**(GURPREET SINGH)**

**Director (Accounts)**

**Circulated to all employees at ROs/BOs/NITS/Laboratories/all departments at HQ**

**Copy to: ITSD: for hosting on Intranet**

भारतीय मानक ब्यूरो  
BUREAU OF INDIAN STANDARDS

(ACCOUNTS DEPARTMENT)

CIRCULAR

**Sub: Submission of TA Claims**

This is with reference to Transaction Audit for the year 2017-2023. There were observations regarding submission of TA claims (both Domestic and Overseas tours) that the claims are not being submitted in time resulting in delay in settlement of Books of Accounts.

It is therefore, all the employees are requested to adhere to SR 194 A, **(7) Time limit for submission of claims for travelling allowances –**

*“Consequent upon the issuance of General Financial rules (GFR) – 2017, vide rule 290 of GFR -2017, the **time limit for submission of claim for travelling allowance (TA)** has been changed from one year to **sixty days succeeding the date of completion of journey**. Accordingly, in supersession to this department's' OM no. F. 5(16) – E. IV (B) /67, dated 13-6-1967 and OM no. 19038/1/75-E. IV (B) dated 18-2-1976, it has been decided with the approval of Competent Authority that the claim of a Government servant to Travelling Allowance/Daily allowance on tour/Transfer/Training/Journey, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.”*

In cases where the advances related to the journeys (Tours) have been taken, and the claims for settlement have not been submitted within prescribed time limit – “ As per GOID (2) below Rule 43 of Compendium of Rules on Advances to Government servants' GFR Part-II, “Where a Government servant has not **submitted the adjustment travelling allowance bill in due time and consequently his right to travelling allowance claim stands forfeited under SR 194-A, the advance drawn by him shall be recovered from his pay bill** or any other dues in one instalment by the authority competent to sanction such advance.”

Keeping in view of the above, the touring officials are requested to adhere to time norms given in the above instructions to avoid any audit observations/forfeiture of the claim.

(Gurpreet Singh)  
Director (Accounts)

Our Ref: Accts/3:1(2023-24)

Dated: 14.03.2024

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