

Check List for audit of L.T.C. claim

- 1) Whether claim has been countersigned by the Controlling Officer. (TR 6/Appx.II)
- 2) Whether a copy of the sanction of the authority sanctioning the move (Movement Order/Gen Forms) is attached. (TR 4/Appx III)
- 3) Whether claim is preferred within the stipulated time limit. (TR 17-A)
- 4) If journeys are performed by road, it is limited to transport services run by Govt. or local bodies or vehicles operated by TDC in Pub. sector (TR 176)
- 5) In case of travel by Air, verify whether the Air tkt is purchased thro' authorised travel agents only (GOI, MOF, D.O. Expdr. OM no. 19024/I/2009-E. IV dt. 16/9/10.
- 6) Whether the Air tkts under the scheme of LTC 80 of Air India are purchased. (GOI, MOF, D.O. Expdr. OM No. 19024/I/2009-E. IV dt. 16/9/10)
- 7) Whether traveled by Air, travel by Air India only is permissible. (GOI, MOF, D.O. Expdr. OM No. 19024/I/2009-E. IV dt. 16/9/10)
- 8) Whether claim is supported by tickets as proof of journey. (TR 23)
- 9) Whether correct block year is mentioned in the claim. (TR 177)
- 10) Whether Home town LTC is preferred for a journey to Home town only. (CGDA letter no. No. AT/IV/4462/PC-V dt. 21/6/12)
- 11) Whether LTC under 177B is not claimed for parents. (CGDA's clarification No. AT/IV/4462/PC-V dt. 23/09/10)