

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

ADMINISTRATIVE NOTIFICATION NO. RGNAU/ESTT/2025/2029 DATED 17.09.2025

The undersigned is to convey that the Competent Authority has approved the time limit for submission of Travelling Allowance (TA) and Leave Travel Concession (LTC) claim as per **Rule 290 and Rule 292 of General Financial Rules 2017** as conveyed by the Government of India Ministry of Finance, Department of Expenditure.

Travelling Allowance (TA) claim of a government servant shall fall due for payment on the date succeeding the date of completion of the journey. He shall submit travelling allowance claim within sixty (60) days of its becoming due failing which it shall stand forfeited.

Leave Travel Concession (LTC) claim of a government servant 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 (30) days of the due date
- ii) **In case where advance is not drawn** : Within sixty (60) days of the due date

In case of (i) above, if the claim is not submitted within one month of the due date, the amount of advance shall be recovered but the Government employee shall be allowed to submit the claim as under (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 of the University are requested to strictly follow the aforesaid instruction and to submit their TA and LTC claims within the stipulated period on completion of journey and refund unutilized advance to avoid unpleasant situation leading to forfeiture of the clam.

If the teacher and non-teaching employee fails to avail the Leave Travel Concession (LTC) within the time specified under the Leave Travel Concession rules or Ordinances, then he shall be required to refund the entire amount of leave so encashed along with the interest at the rate of two percent (2%) above the rate of interest as applicable to Provident Fund balances and shall also be entitled for credit back of leave so debited for leave encashment.

All Heads/Coordinators of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all teaching and non-teaching employees of the University.


कुलसचिव / Registrar
17/9/25

To

1. All Deans
2. All Heads/Coordinators of the Departments/Centre/School/Section/Unit
3. All Faculty-in-Charges
4. Finance Officer
5. Controller of Examinations
6. Officer on Special Duty (AAE&HR))
7. System Analyst – please upload in the University Intranet website
8. PS to Vice Chancellor
9. PS to Registrar
10. Office File