

Government of West Bengal
Finance Department
Audit Branch

No. 4367-F

Date :13/ 6/ 06.

A question has been raised from different quarters as to the budget-head against which the expenditure towards reimbursement of the benefit of L.T.C. will be debited and in what manner the claims for such reimbursement will be preferred.

2. After careful consideration of the matter the undersigned is directed to say that in partial modification of this Department Memo. No. 9924-F dt. 7.12.2005 read with Memo. No. 607- F dt. 20.01.06 the following procedures may be adopted for disposal of the claims for the benefit of L.T.C.:-

- (a) The expenditure of L.T.C. will be debited under the sub-detailed head "07- Other Allowance" under detailed head "01-Salaries" under all concerned major and minor heads under concerned Demands.
- (b) The claims for L.T.C. should be preferred in T.R. Form No. 22 of W.B.T.R.- 05.
- (c) While submitting claims for the L.T.C., if possible original tickets may be submitted to the Controlling Authority for verification. In the absence of original tickets, the photocopies of the tickets will have to be produced.

Sd/- P. K. Dasgupta
Special Secretary to the
Government of West Bengal
Finance Department

No.4367/1(500)

Date :13/ 6/ 06..

Copy forwarded for information and necessary action to :-

1. The Pr. A. G. (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Director of Treasuries & Accounts, West Bengal. New India Assurance, 4, Lyons Range, Kolkata – 700 001.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office- II, Johar Buildings, P-1, New C.I.T.Road, Kolkata-700 012.
5. The Dist. Magistrate/Judge,_____
6. The Commissioner,_____
7. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kol.-1.
8. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Bidhannagar, Kol-1.
9. The Treasury Officer, _____
10. The Sub-Divisional Officer,_____
11. The Superintendent of Police,_____
12. The Principal, Industrial Training Institute,_____
13. The Ex.Engineer / Superintending Engineer _____
14. The_____ Deptt./Dte.
15. The Secretary, Finance Department_____

It is requested that this Memo. may be circulated to all offices under their control.

Sd/-
**Assistant Secretary to the
Government of West Bengal
Finance Department.**