



**Kendriya Vidyalaya Sangathan**  
**18, Institutional Area**  
**Shaheed Jeet Singh Marg**  
**New Delhi – 110016**  
**Phone No. 011-26855532**

F.No.1-5/ADC(ADMN)/KVS(HQ)/2013

Dated: 26.05.2014

**OFFICE ORDER**

**Sub: Powers to approve Tour Programmes and declaration of Controlling Officers for the purpose of TA/LTC etc reg:-**

The matter regarding the settlement of TA/LTC/Medical and Children Education Allowance claims in respect Deputy Commissioner of KVS Regional Offices & Director, ZIETs at their end has been engaging the attention of the Sangathan for some time.

2. In partial modification to all earlier orders issued by the Sangathan on the subject it has been decided that the powers to approve the Tour Programmes for Travelling Allowance and to act as Controlling Officer in terms of SR 191 and other relevant rules of the subject for settlement of TA/LTC/Transfer TA/Medical/Children Education Allowance etc. in respect of the officials concerned will henceforth be exercised by the Officers designated for the purpose as indicated below until further orders.

Sl. No	Category of employees/ Officers	Nature of claim	Authority Competent to approve tour programme	Controlling Officer for settlement of claims
1.	All officials of KVS HQ except Additional Commissioners, Jt.Commissioners and Non-Officials.	Travelling Allowance	Additional Commissioner (Admn)	Assistant Commissioner (Fin) Audit Section
2.	Additional Commissioners, Jt.Commissioners and Non-Officials.	Travelling Allowance	Commissioner	Assistant Commissioner (Fin) Audit Section
3	All Multi-task Staff/Sub-Staff KVSHQ	Travelling Allowance Claim	Branch Officer	Assistant Commissioner (Fin) Audit Section
4	All Officials of KVS HQ	Transfer Travelling Allowance /LTC/Medical Claim/ Children Education Allowance etc.	***	Assistant Commissioner (Fin) Audit Section

5	Deputy Commissioners of the Region/ Directors ZIET	Transfer Travelling Allowance /LTC/Medical Bills(emergency & inpatient treatment) and CEA Claim.	***	Assistant Commissioner (Fin) Audit Section
6	Assistant Commissioners of the region	Transfer Travelling Allowance /LTC	***	Assistant Commissioner (Fin) Audit Section

3. Further the Deputy Commissioner of the Region/Director of ZIETs should obtain prior approval for their Tour Programme from the Additional Commissioner (Admn) KVS HQ routed through Estt. I Section before commencement of tour journey. Only in emergent official tours, this provision may be relaxed, to the extent of 3 days after completion of tour. Similarly Deputy Commissioner of the Regions/Director of ZIETs should obtain prior sanction for availing LTC from the Competent Authority of KVS HQ by submitting proper application form through proper channel before commencement of LTC journey for self and family. However, the Deputy Commissioner of the Regions/Director ZIETs are permitted to settle their personal claims of TA/Medical claim (OPD treatment) at their end. Medical claims of all employees who availed emergency treatment from Private/Private Recognised Hospitals will continue to be processed/pre-audited as per the procedure hither to followed in KVS(HQ) by the respective sections in the Sangathan (HQ). Necessary entries regarding LTC claim in respect of Dy.Commissioners of the Region, Directors of ZIETs and Assistant Commissioners of the region will be made in the service books by Estt. I section before settlement. Personal claims settled by Deputy Commissioners/Directors at their end will be subject to audit by Internal Audit Team during the course of Audit.

4. It has' also been decided that the powers to settle TA/LTC/Medical claim (except bills of emergency medical treatment taken from private Hospital/Private Recognised Hospital), Children Education Allowance claim etc. and to act as Controlling Officer in respect of the afore said claims of the Officials of the Region will continue to be exercised by the Officers designated for the purpose indicated below until further orders.

S. No	Category of employees/Officers	Nature of claim	Controlling Officer
1	All Officials of Region/ ZIETs including Finance Officer	All claims of all officials of RO/ ZIET except Transfer TA/LTC/ Medical (in patient)/ CEA claims of Deputy Commissioner/ Director ZIETs and Transfer TA/LTC of Assistant Commissioners of the Region.	Deputy Commissioner of the Region/ Director of ZIET.

These orders take effect from the date of issue.

  
 (G K Srivastava)  
 Addl. Commissioner (Admn)

**Distribution:-**

1. PS to Commissioner, KVS.
2. Deputy Commissioner KVS all Regions.
3. Director all ZIETs
- ✓ 4. Deputy Commissioner (EDP) KVS HQ to upload this order on the KVS Website.
5. Assistant Commissioner (Estt-I), KVS HQ
6. Finance Officer, All Regions/Hqrs.
7. Section Officer (Cash) KVS HQ
8. All Officers of KVS HQ
9. Office order/Guard File