



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
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375/F/2019/ESICH/Ank/CRI-OfficeOrder

16-04-2025

CIRCULAR

Reference:- GRO Order no:37/G/CRI/Otherbills/Misc/2021 dated 19.02.2025

In reference to irregularities found in the TA & LTC bills and consequent upon above mentioned GRO circular dated 19.02.2025, below mentioned instructions are to be followed to avoid delay in bill procedure and unnecessary correspondence: -

1. All TA & LTC bills must be submitted in dual set. (One must be original)
2. In reference to TA DA Bill Movement, verification by the concerned Reporting Officer is mandatory (along with approval in ERP). Further, TA claims must be submitted along with supportive documents (i.e. Approval of tour programme clearly mentioning about the TA/DA payable or not as per entitlement, Original Transportation Tickets, Original Boarding Pass, Original Hotel Invoice, etc.).
3. If Official is on any kind of leave during the tour period, it must be declared in the noting portion of ERP Bill while submitting the approval of claims. (Prior approval of leave is mandatory)
4. Whenever the office provides free transportation / lodging / food, it must be declared in the noting portion of ERP Bill while submitting the settlement of claims, otherwise it will be treated as a false claim.
5. While applying for LTC advance, claim should be submitted at least 02 months prior the date of journey. For TA advance, the claim must be 1 month prior to the journey date. Any advance claim after the above-mentioned time limit would be automatically considered under settlement criteria.
6. Traveling by own car / taxi without prior permission should not be accepted even if public interest is involved as per the Hqrs Office Circular no. Z-11/12/TA/DA/98-A/cs-III dtd 19.08.2004. Prior

permission should be taken in File while submitting the tour programme, clearly mentioning about the mode of travel by own car/taxi. In such cases, if supporting documents such as fastag receipt, taxi bill , etc are not attached while submitting such claims, the claims shall be rejected straightaway.

7. Time limits for submission of TA & LTC Bills as per TA / LTC Rule are as below:-

Claim Type	Time Limit
TA on Tour Transfer Training / Retirement	Sixty days succeeding the date of completion of the journey.
LTC Home town / All India	Within three months of completion of return journey, if no advance is drawn; Within one month of completion of return journey, if advance is drawn.

Above time limit must be strictly adhered otherwise claims will be forfeited as per rule.

8. In all cases whenever a Govt. servant claims LTC by air, he/she is required to book the air tickets **ONLY** through the approved travel agencies viz: M/s Balmer Lawrie & Co. Ltd; M/s Ashok Tours & Travels Ltd; IRCTC vide Government E-mail ID ONLY.

This issues with the approval of the Competent Authority

(Prabhat Dua)
Asstt. Director-CRI

To:-

1. All Branch Officer/HODs, ESICH Ankleshwar
2. Website Content Manager for uploading on the website of ESIC for information of all concerned.
3. Rajbhasha Shakha for Hindi Version.
4. Office Copy.