



કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



પ્રાદેશિક કચેરી / સ્થાનિક કાર્યાલય / Regional Office
પંચદીપ ભવન, આશ્રમ માર્ગ, અમદાવાદ, ગુજરાત - ૩૮૦ ૦૦૯
પંચદીપ ભવન, આશ્રમ માર્ગ, અમદાવાદ, ગુજરાત - ૩૮૦ ૦૦૯
Panchdeep Bhavan, Ashram Road, Ahmedabad, Gujarat - 380009
Phone : 079-27582400/450, E-mail : rd-gujarat@esic.gov.in
Website : www.esic.gov.in / www.esic.in

No. 37/G/CRI/OtherBills/Misc./2021

Date : 19.02.2025

CIRCULAR

In reference to irregularity found in the TA & LTC bills, below mentioned instructions are to be followed to avoid delay in bill procedure and unnecessary correspondences :-

- a. All TA & LTC bills must be submitted in dual set. (one must be original)
- b. In reference to TA DA Bill Movement verification by concerned Reporting Officer is mandatory. Further, TA claims must be submitted along with supportive documents (i.e. approval of tour programme clearly mention about the TA/DA payable or not as per entitlement, Original Transportation Tickets, Original Boarding Pass, Original Hotel Invoice, etc.).
- c. 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 settlement of claims.
- d. 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.
- e. Traveling by own car / taxi without prior permission should not be acceptable 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.
- f. 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, other wise claims will be forfeited as per rule.

- f. 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.** (as per ESIC Circular no. ए-28/23/4/3/ एल.टी.सी./2020-स्था.6 dtd 08.07.2022).

- g. **All Claims / Applications must be send in e-office as well as email of CRI Branch (i.e. cri-ahmedabad.gj@esic.gov.in) and simultaneously hard copy should also be submitted in the CRI branch within 2 days.**

This issues with the approval of RD(I/c).

**(M P Meena)
Asstt. Director.**

To :-

1. The BO, Admin / Benefit / Insurance-I Branch for consideration of Hqrs Office Circular no. Z-11/12/TA/DA/98-A/cs-III dtd 19.08.2004 while approval of tour programme.
2. All Branch Officer, ESIC, Gujarat Regional Office, Ahmedabad with request to circulate the same to their subordinates.
3. All Branch Managers, ESIC, Gujarat Regional Office, Ahmedabad with request to circulate the same to their subordinates.
4. Website Content Manager for uploading on the website of ESIC for information of all concerned.
5. Rajbhasha Shakha for Hindi Version.
6. Office Copy.