



कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय, भारत सरकार
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रीय कार्यालय/Regional Office

10-बी (राधा भवन), शास्त्री नगर जम्मू (जे एवं के)-180004
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No. F-20025/10/2022-CASH-Part(1)

Dated : 16-07-2025

CIRCULAR

It has been observed that there are many irregularities found in the TA & LTC bills submitted by the officials and officers in Regional Office, Jammu. In this regard, below mentioned instructions are issued to avoid delay in bill procedure and unnecessary correspondences :-

- All TA & LTC bills must be submitted in duplicate (one must be in original).
- 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 mentioning about the TA/DA payable or not as per entitlement , Original Transportation Tickets, Original Boarding Pass, Original Hotel Invoice, etc.).MINIMUM FARE SCREENSHOT IS MANDATORY IN CASE OF TA ON TRANSFER/TOUR/LTC CLAIM in case of journey by Air.
- If Official is on any kind of leave during the tour period, it must be mentioned in the noting portion of ERP Bill while submitting the settlement of claims.
- Whenever the office provides free transportation /lodging / food, it must be mentioned in the noting portion of ERP Bill while submitting the settlement of claims; otherwise it will be treated as a false claim.

Claim Type	Time Limit
TA on Tour/Transfer/ Training/Local Conveyance	If advance not taken, 60 days succeeding the date of completion of the journey. If advance taken, 15 days succeeding the date of completion of the journey.
LTC Home Town/All India	Within three months of completion of return LTC Home town / All India journey, if no advance is drawn; Within one month of completion of return of Journey, if advance is drawn.

Above time limit must be strictly adhered to, otherwise claims will

be forfeited as per rule.

e. 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: (i) M/s Balmer Lawrie & Company Limited (BLCL) (ii) M/S Ashok Travels & Tours (ATT) and (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) vide Govt. Email ID Only.

This Circular supersedes the previous Circular dated 30.06.2025 on the above mentioned subject.

This has been issued with the approval of Competent Authority.

Digitally signed by
RAJENDER SINGH MANWAL
Date: 17-07-2025 19:07:55

**(RAJENDER SINGH MANWAL)
ASSISTANT DIRECTOR
(CASH BRANCH)**

Copy to:

- 1). All Officials/Officers ESIC RO JAMMU;
- 2). All Officials/Officers -all DCBOs;
- 3). Notice Board;