

	कार्यालय ,रक्षा लेखा नियंत्रक नं. 1स्टाफ रोड, सिकिंद्राबाद , Office of the Controller Of Defence Accounts No.1 Staff Road, Secunderabad-500 009 (Tele:040-27843385 / 27847957 (Email id: secd-anpaysn-cda@nic.in)	
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No. ANPay/5035/Misc

Dated: 24.10.2025

To

The ACDA I/c, PAO (ORs) EME, Sec'bad.

The ACDA I/c, AAO (Army) Vizag.

The JCDA I/c, PAO (ORs) AOC, Sec'bad.

All GOs in Main Office (Local).

All SAOs/AOs & All Sections of Main Office (Local).

All Sub Offices at Sec'bad/Hyd & Vizag.

Subject: Submission of TA/DA, LTC and Medical Bills --- reg.

It has been observed that TA/DA/LTC and Medical Bills are being submitted with incomplete details and missing supporting documents, leading to avoidable delays and return of claims.

To streamline processing and timely settlement, all are requested to strictly adhere to the following guidelines:-

General instructions:-

1. Claims must be submitted within the stipulated time limits as per Rules.
2. All supporting documents must be legible, signed.
3. Incomplete claims will not be processed and will be liable for return.

While submitting the claims the following may please be verified:-

TA/DA Claims:-

1. Journey Tickets (onward & return) and Boarding Passes if the journey performed by Air.
2. Part II Order
3. Mention the Mode of Travel, class, fare paid clearly
4. Provide bills for accommodation/Self Certificate
5. Pay Slip may be enclosed in Permanent Duty claims.

LTC Claims:-

1. Leave Sanction Order from e-HRMS and LTC Intimation form should be submitted prior to the date of journey.

2. Journey Tickets (onward & return), Boarding Passes and Screenshot for cheapest flights for entitled from authorized travels must be submitted.
3. Details of Family Members availing LTC must be mentioned clearly in intimation form and in final claim.
4. Claim must match with the block year eligibility and should clearly mention HTLTC/AILTC.
5. It is intimated that govt. official can draw advance in respect of the journey proposed to be performed under LTC scheme by him/her only 65 days before the proposed date of outward journey and in such cases the tickets should be booked within 10 days from the date of advance paid and the same should be submitted while forwarding the final adjustment claim.
6. Self declaration may please be forwarded along with the claim with proofs (if possible) in cases where the govt. official travels on LTC upto the nearest airport/railway station/bus terminal.

Medical Claims

1. CGHS Card copy of the Primary Holder and dependent for whom it is claiming.
2. Referral letter (for empanelled hospitals)/Emergency Certificate, Detailed Original Bills, Discharge Summary, Prescription, Reports, Case sheet and Drug chart for IP Bills.
3. Referral letter /Permission letter from CGHS, Original Bills signed by Diagnostic Centres/Hospitals for OP Bills.

The contents of the communication may be disseminated to all Officers and Staff for their noting and strict compliance.

GO(Anpay) has seen.

Sr. Accounts Officer (Anpay)