

CHECK LIST FOR SUBMISSION OF CLAIMS

Check List for Medical Claims:

- Application Form: Should be filled in all respects.
- Certificate A in case of Out Patient Treatment.
- Certificate B and **ORIGINAL Discharge Summary** in case of In Patient Treatment.
- Certificate of undertaking to be furnished by the Individual.
- Performa: To be filled in all aspects.
- In case of treatment undertaken on an emergency basis, the original emergency certificate to be produced.
- All Bills should be submitted in Duplicate.
- Prior approval is needed for dental treatment

*The bills should be submitted in proper Chronological order. i.e, **EACH** Consultation bills to be followed by the prescription (eg. Prescription for purchase of medicine, laboratory investigations/scans etc.) which has to followed by the bills for the said medicine/ tests/ investigations.

Time Limit: The Medical Bills should be submitted within 6 months from the date of completion of treatment/ discharge. It may be specially noted that the period of treatment (commencement & end) should be clearly mentioned in the essentiality certificate.

Check List for claims for TA on Tour:

- Application form should be filled in all respects.
- Tour approval from the competent authority.
- Original documents pertaining to the Claim (Original Flight tickets / Itinerary / Rail tickets etc. along with the Boarding pass, Hotel bills, Taxi/Auto Bills with vehicle number).
- All Bills should be submitted in Duplicate.
- Time Limit for submission of Final Settlement: Within 60 days succeeding the completion of the journey (in case where advance is drawn, claim to be submitted within 15 days from the completion of tour or date on which Govt. Servant resumes duty after completion of tour).

Check List for claims for TA on Transfer:

- Application form should be filled in all respects.
- Transfer order, Relieving order, Joining Order & LPC (confirmation order issued by the competent authority for fresh recruits).
- Original documents pertaining to the Claim (Original Flight tickets / Itinerary / Rail tickets etc. along with the Boarding pass, Transport charge bill, conveyance charge bill (Invoice, payment receipt and vehicle details)).
- All Bills should be submitted in Duplicate.
- Time Limit for submission of Final Settlement: Within 60 days succeeding the completion of the journey (in case where advance is drawn, claim to be submitted within 15 days from the completion of tour or date on which Govt. Servant resumes duty after completion of tour).

Check List for claims for TA on Retirement:

- Application form should be filled in all respects.
- Relieving order & LPC.
- Original documents pertaining to the Claim (Original Flight tickets / Itinerary / Rail tickets etc. along with the Boarding pass, Transport charge bill, conveyance charge bill (Invoice, payment receipt and vehicle details) and Self declaration certificate for change of residence as per DoE OM No. 19030/1/2017EIV dated 06.01.2022).
- All Bills should be submitted in Duplicate.
- Time Limit for submission of Final Settlement: Within 180 days from the date of retirement.

Check List for claims for LTC:

- Application Form: Should be filled in all respects.
- Original bills pertaining to the Claim (Flight tickets / Itinerary / Rail tickets etc. along with the Boarding pass, Copy of leave sanction order).
- All Bills should be submitted in Duplicate.
- Time Limit for submission of Final Claim: Three months after completion of the return journey (one month if advance is drawn).
- If Spouse is working in Central Govt. Office, Joint declaration and NOC from the competent authority.

Check List for claims for Children Educational Allowance Re-imbusement (CEAR):

- Application Form: Should be filled in all respects along with Bonafide certificate from the institution.
- In case of inability to provide the bonafide certificate from School, the copies of the remittance of fees for the Academic Year would suffice along with proof of Date of birth of the child.

Check List for claims for GPF:

- Duly signed application form generated from the PFMS/EIS.

Check List for Newspaper / Briefcase allowance:

- Newspaper Claim: Duly filled in Application Form solely needs to be submitted.
- For Briefcase Allowance Claim:
 - Application Form should be filled in all respects.
 - Original Bill drawn in the name of the employee should be submitted and should have the *payment received/ paid* seal of the Seller.
 - In case of an online purchase, a self-declaration stating that the briefcase was purchased online and the payment was made by the Employee is to be furnished.