

Standard Operating procedure (SOP) for submission/Processing of LTC claims

1. The employee has to submit the LTC approval cum advance form in the format available at HRMS portal of the Institute and submit the same for approval at the office of Competent Authority (Registrar/Director)
2. Once the approval is granted, an office order will be issued for the employee by the office of the Registrar confirming the LTC period and journey details marking a copy of the order to:
 - (a) Office of Establishment
 - (b) Office of Accounts
 - (c) Concerned employee
 - (d) Guard file
3. The Establishment office after receiving the approval from competent authority, will make the entry in the service book of the employee regarding leave, leave encashment (if any) and LTC.
4. The form will be then sent to Office of Accounts for processing of EL encashment and LTC advance.
5. Employee is required to submit the leave application through HRMS portal after approval of form mentioning that the leave is availed with LTC.
6. Within 10 days of availing the advance, the employee has to submit the copy of Tickets booked along with a covering application to the Office of Accounts, which will enclose the application with copies of tickets to the form already submitted by the employee.
7. The employee has to submit the LTC claim in the format available on the HRMS portal within 30 days of completion of the inward journey.
8. The claim will be submitted to the Establishment office which will certify the entries and other details and then sent it to the Office of Accounts for final processing of claim.
9. The Office of Accounts will intimate the employee about shortcomings in the claim and after completion of the procedure will pass the claim.