



కార్యక రాజ్య బీమా సంస్థ  
కార్యక మరియు ఉపాధి మంత్రిత్వ శాఖ, భారత  
ప్రభుత్వం  
కర్మచారి రాజ్య బీమా నిగమ  
శ్రమ एवं रोजगार मंत्रालय, भारत सरकार  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
Ministry of Labour & Employment, Govt. of India



ప్రాంతీయ కార్యాలయం/क्षेत्रीय कार्यालय/Regional office  
5-9-23, హిల్ ఫోర్ట్ రోడ్, ఆదర్శనగర్, హైదరాబాద్-500063  
5-9-23, హిల్ ఫోర్ట్ రోడ్, ఆదర్శనగర్, హైదరాబాద్ -500063  
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No.52.D/13/17/Med.Misc/E-II/2016

Date : 08.07.2025

### CIRCULAR

It has been observed that some officers and officials are submitting their claims (such as Medical Reimbursement Bills, Travel Allowance Bills, etc.) after the prescribed due dates and subsequently requesting condonation from the competent authority. This practice is not in accordance with the applicable rules and guidelines.

All officers and officials are hereby informed that claims must be submitted strictly within the stipulated time limits. No claims submitted after the due date will be entertained under any circumstances.

Therefore, all staff members are strictly instructed to adhere to the timelines for submission of claims, in line with the existing rules and regulations.

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

*Lawi*  
09/07/2025  
C. PRASUNA RANI  
ASSISTANT DIRECTOR  
**सी. प्रसुना रानी**  
**C. PRASUNA RANI**  
**सहायक निदेशक**  
**Asst. Director**

Copy To:

1. PS to RD, RO, Telangana for information.
2. All Officers at R.O. Telangana.
3. All the Branch Superintendents and Branch Manager functioning under the jurisdiction of R.O. Telangana with a request to circulate amongst the Staff members.
4. Notice Board.
5. Website content manager for uploading.