



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
आई.एस.ओ. 9001:2015 द्वारा प्रमाणित
Certified with ISO 9001:2015



निदेशालय (चिकित्सा) दिल्ली
DIRECTORATE (MEDICAL) DELHI
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Date-02.12.2025

Circular

Subject: Timely submission of LTC proposals – regarding

It has come to the notice of this office that LTC applications (with or without advance) from employees working under the jurisdiction of DMD are often received either after the date of journey or at the eleventh hour. This results in delay in processing and issuance of LTC sanctions.

All Branch/Unit Heads are therefore requested to ensure that duly completed LTC applications of employees are forwarded to this office at least 15 days prior to the proposed date of journey, so that the sanctions may be issued in time and employees do not face any difficulty in adjustment/settlement of LTC claims.

Further, the following documents must invariably be enclosed while forwarding LTC proposals:

1. Duly filled-in and attested/verified LTC proforma (copy enclosed).
2. Online LTC request of the employee.
3. Leave sanction order / online leave approval of the employee.
4. Spouse non-availing certificate, if the spouse is employed in a Government/PSU/Autonomous Body.

This issues with the approval of Competent Authority.

ASSISTANT DIRECTOR (ADMN.)

Copy to:

1. All Dispensary In-charges under Directorate (Medical), Delhi — for strict compliance and necessary action.
2. All Administrative / Accounts Officers — for ensuring updation and record verification.
3. All employees of Directorate (Medical), Delhi (DMD) — through their respective Controlling Offices, for strict compliance.
4. Director (Medical), Delhi — for kind information.
5. Joint Director, DMD — for necessary information.
6. The IT Cell — for facilitating online up-dation and record synchronization.
7. Rajbhasha Shakha, DMD — for translation of the circular into Hindi.
8. Website Content Manager, DMD — for uploading the circular on the official