



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
HYDERABAD METROPOLITAN REGION (HMR), TELANGANA - 508126, INDIA

अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
हैदराबाद महानगरीय क्षेत्र (एचएमआर), तेलंगाना - 508126, भारत

संख्या/No. AIIMS/BBN/Est/2026/

Date: 26 Feb 2026

Advisory

Sub: Submission of pending LTC claims, LTC advance requests and medical reimbursement bills – Reg.

In continuation of the communication received from the Accounts Section and in order to ensure timely settlement of claims within the current financial year 2025–26, all employees are hereby advised as under:

1. Pending LTC Claims:

All employees who have already completed their LTC journey but have not yet submitted their claims are requested to submit the LTC bills along with all required documents to the Accounts Section on or before **28.02.2026**.

2. LTC Advance – April 2026:

Employees who are planning to avail LTC in the month of **April 2026** and require LTC advance may submit their request to the Accounts Section at the earliest.

3. Medical Reimbursement Claims:

All employees are also requested to submit their pending medical reimbursement claims immediately so that the same can be processed and settled within the current financial year. It may be noted that submission of medical bills after **10.03.2026** may lead to delay in reimbursement due to non-availability of funds in April 2026.

All concerned are requested to adhere to the above timelines for smooth and timely settlement of claims.



Siddhant
26/2/2026.

संकाय प्रभारी प्रशासन /Faculty I/C Administration

प्रतिलिपि/Copy to :-

1. Executive Director, AIIMS Bibinagar
2. Deputy Director (Administration)
3. Dean Academics/Research/Exams
4. Medical Superintendent,
5. CNO/NS/ANS
6. All Faculty/Group A, B and C Staff
7. Nodal Officer (IT) - with a request to upload on the institute's website under staff circulars.
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