

**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL) कलकत्ता/RECEIVED
ACCOUNTS PAY BILL SECTION, JAWAHARLAL NEHRU CUSTOM HOUSE
TAL: URAN, DISTRICT: RAIGAD-400 707, MAHARASHTRA स्ट. जा. नि. म. एडी Section**

F.NO. S/8-MISC-32/2022-23/APB

29-08-2025

02 SEP 2025

CIRCULAR

Sub: Implementation of e-Bill reg.

जवाहरलाल नेहरू सीमाशुल्क गृह
Jawaharlal Nehru Custom House
न्हावा शेवा/ Nhava Sheva

It is hereby informed that in accordance with the directives of the Central Board of Indirect Taxes and Customs and the ongoing digital transformation initiatives under Mumbai Customs Zone-II, the processing of all financial claims including **Leave Travel Concession(LTC), Home Travel Concession(HTC), Tour claims, Transfer Claims(TTA), Medical Claims and other contingent claims** of all the officers posted in JNCH, Nhava Sheva, Mumbai Customs Zone-II shall henceforth be routed through the Public Financial Management System(PFMS) using the e-Claims module.

See Aditya
Aditya
29/8/25

2. The implementation of the e-bill system is made effective from 01.08.2025. No manual claim submissions will be accepted from this date. Claims must be submitted via the e-claim portal under PFMS. Supporting documents must be scanned and uploaded in e-bill. After submitting the e-claim the officer will email the copy of the e-claim along with supporting documents to the Official email of APB Section i.e. **apb.jnch@gov.in**.

3. All the Commissionerate/department/sections under Mumbai Customs Zone-II are directed to ensure strict compliance with the above instructions. Non-adherence may result in delay or non-settlement of claims. For, any technical assistance, officers may contact the Accounts Pay Bill Section.

This issues with the approval of Commissioner of Customs(General), JNCH, Mumbai Customs Zone-II.

Digitally signed by
Ashwini Purushottam Adivarekar
Date: 29-08-2025 17:20:42

(Ashwini P. Adivarekar)

Additional Commissioner of Customs(G)
APB Section, Mumbai Customs Zone-II

Encl:

1. Copy of User Manual of Employee in E-bill in PFMS.
2. Annexure-I (SOP for application Tour/TTA/LTC/HTC)
3. Annexure-II (SOP for application Medical Claims)

Copy to :

1. O/o the Chief Commissioner of Customs, JNCH, Mumbai Zone-II
2. All the Pr. Commissioner/Commissioner of Customs, JNCH, Mumbai Zone-II.
3. All the Additional/Joint Commissioner of Customs, JNCH, Mumbai Zone-II.
4. Notice Board.
5. EDI for uploading in website.
6. CRU(General) for circulation.
7. Office Copy.

SOP FOR PROCESS OF SUBMISSION OF E-CLAIMS BY CLAIMANT(GOVT. EMPLOYEE) FOR MEDICAL CLAIM

Open PFMS <https://www.pfms.nic.in> and login have their EIS user id for log in in case of not Registered In PFMS pl contact APB Section)

(claimant(Employee) should

After login claimant shall be able to prepare e-claim in the prescribed format through the e-claim module in PFMS and upload related supporting documents.

Following steps will follow for e-claim claim e-claim-RPR - 37 Short Term Advances – in claim details the applicant will select the type of advance i.e. Tour/LTC/MEDICAL/OTHERS MEDICAL(CGHS/CS(MA) claim

1. for Advance 2. for Tour/MEDICAL claim e-claim-RPR-23-

Key elements of an original bill or supporting documents from the claimant such as

- 1.MRC form duly filled up by the applicant.
- 2.CGHS referrals/endorsement
- 3.Medical Bills
4. Emergency Certificate (if any)
5. For IPD (in patient Department) bills , kindly attach discharge summary.
- 6.CGHS/AMA card of the beneficiaries.
7. Cancelled Cheque/Mandate Form

Scan the original bills and related supporting documents and upload these documents in PFMS and submit e-claim to the designated authority electronically for further processing with DSC/e-sign.

SOP FOR PROCESS OF SUBMISSION OF E-CLAIMS BY CLAIMANT(GOVT. EMPLOYEE) FOR TA/TTA/LTC/HTC CLAIM

Open PFMS <https://www.pfms.nic.in> and login (claimant(Employee) should have their EIS user id for log in in case of not Registered in PFMS pl contact APB Section)

After login claimant shall be able to prepare e-claim in the prescribed format through the e-claim module in PFMS and upload related supporting documents.

Following steps will follow for e-claim

1. for Advance claim e-claim-RPR - 37 Short Term Advances – in claim details the applicant will select the type of advance i.e. Tour/TTA/LTC/HTC
2. for Tour/LTC/Transfer claim : e-claim-RPR-14-Tour/Transfer/LTC claim

Key elements of an invoice or supporting documents from the claimant such as invoice number, date and travel ticket number, PNR number, number available in sub-vouchers, date etc. In the case of personal claims shall be captured in e-claim interface.

Scan the original invoice and related supporting documents and upload these documents in PFMS and submit e-claim tot he designated authority electronically for further processing with DSC/e-sign.