

Northern Coalfields Limited

(A Subsidiary of Coal India Limited)

L.T.C. FORM NO.1

The following certificates should be given by the Controlling Officer :

(i) Certified that Shri _____
Shrimati
Kumari

(Name of the employee) _____
(Designation) has rendered continuous service for one year or more on the date commencing the out journey.

CONTROLLING OFFICER

The following certificates should be furnished by the employee :-

(i) Certified that I have not submitted any claim so far for leave travel concession in respect of myself or my family members in respect of the calender year 19 _____

(ii) Certified that I have already drawn T.A. for the leave travel Concession in respect of the journey performed by me/my wife with _____ children. This claim is in respect of the journey performed by my wife/myself with _____ children, none of whom travelled with the party on the earlier occasion.

(iii) Certified that journey has been performed by me /my wife with _____ children to my home town _____ which is situated at a distance of _____ Kms. from my headquarters.

(iv) Certified that my husband/wife is not employed in the Northern Coalfields.Limited./my husband/wife is employed in the Northern Coalfields Limited and the concession has not been availed of by him/her separately for myself/herself or for any of the family members for the concerned calender year.

(v) Certified that the journey was performed by me during regular leave of not less than 15 days or in case this period has been relaxed : then quote the authority with letters 'No" and date.

(vi) Certified that I and/or my family have actually preformed the journey and travelled by the class of accommodation not lower than that for which the reimbursement fare is claimed.

Signature of the employee

* Delete whichever is not applicable.

NORTHERN COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

(Application for Advance against Leave Travel Concession)

L.T.C. FORM NO.2

Name _____ Staff No. _____

Designation _____ Rate of Basic pay _____

Department _____

1. Period of leave applied for :- From _____ to _____

2. Details of persons, who will avail the concession
Outward journey _____ Return journey : _____

3. Anticipated period of absence of family members _____ From _____ to _____
from Head Quarters.

4. Home Town / Village _____ District _____

5. Railway Station Nearest to Home Town _____

I and my family members propose to perform the journey to my home town and back by train in.....
class. Advance against Travel Concession as admissible under the Rules may be paid to me and I agree to
abide by the terms and conditions governing the grant of such advances as shown on the reverse.

The details of the advance applied for are given below :-

(a) Number of tickets to be purchased :-

(i) Single tickets ---

Class --

(ii) Return tickets ---

Class --

Amount @ Rs. per ticket

Rs.

(b) Total estimated amount of the claim

Rs.

(c) Total estimated claim

Rs.

Signature of the

Employee.

Date.....

For _____

Officer - In - Charge.



Northern Coalfields Ltd.

(A Subsidiary of Coal India Limited)

(CLAIM FOR LEAVE TRAVEL CONCESSION FINAL BILL)

| | |
|-----------------------------------------|-------------------------|
| Name _____ | Staff No. _____ |
| Designation _____ | Basic pay (M. P.) _____ |
| Home Town/Village _____ | District _____ |
| Nearest Rly. Station to Home Town _____ | |
| Period of Leave from _____ | To _____ |

Details of the journey performed by me and / or members of my family are given on the reverse.

I have not taken any advance for this journey. (The amount of advance granted) is Rs. _____ and drawn by me on _____

Date _____

(Signature of Claimant)

Countersigned _____

Controlling officer _____

Date _____

Forwarded

To Staff Officer (F) / F. M. (X)
for Audit and payment

Note :-

1. The claim should be both for outward and return journey.
2. Full details of journey from Head quarters to Home Town & back should be furnished.
3. Details of Road journey, if any, performed including part of rail journey should also be furnished.
4. In the case of children, details of full tickets and half tickets purchased should be shown separately.
5. The certificate as prescribed in L. T. C. Form No:1 should be attached.

Details of Family members

Outward Journey:

Inward Journey:

| | | | | | |
|------|-------|--------------|------|-----|--------------|
| Name | (Age) | Relationship | Name | Age | Relationship |
|------|-------|--------------|------|-----|--------------|

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Details of Outward Journey

| 1. | Date | From | to | class | Ticket No & Date | Amount | |
|----|------|------|----|-------|------------------|--------|-----|
| | | | | | | Rs | Ps. |

Total _____

Details of Inward Journey

| Date | from | to | class | Ticket no. & Date |
|------|------|----|-------|-------------------|
|------|------|----|-------|-------------------|

Total _____

Grand Total _____

Date

Signature of the claimant