



Bharat Coking Coal Limited

(A Subsidiary of Coal India Limited)

LEAVE TRAVEL CONCESSION FORM NO. 1

The following certificates should be given by the Controlling Officer :

Certified that Shri _____

Shrimati

Kumari

(Name of 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 calendar year 20_____.
- 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 Bharat Coking Coal Ltd. / my husband / wife is employed in the Bharat Coking Coal Ltd. 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 calendar 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, the quote the authority with letter 'No.' and date.
- vi. Certified that I and /or my family have actually performed the journey and travelled by the class of accommodation not lower than that for which the reimbursement of fare is claimed.

Signature of the employee

*Delete whichever is not applicable



Bharat Coking Coal Limited

Page 1

(A Subsidiary of Coal India Limited)

CLAIM FOR TRAVEL CONCESSION

L.T.C. FORM NO. 3

NAME _____ STAFF No. _____
DESIGNATION _____ BASIC PAY (P.M.) _____
HOME TOWN / VILLAGE _____ DISTRICT _____
NEAREST RLY.STATION (TO HOME TOWN) _____
PERIOD OF LEAVE FROM _____ TO _____

Details of the journey performed by me and / or member of my family are given on page 2. I have / not availed any advance for this journey (The amount of advance availed is Rs. _____ drawn by me on _____)

Date	Signature pf Claimant
Countersigned	Forwarded
Controlling Officer	To Account Officer For audit payment
Designation	
Date	Administrative Officer

NOTE :-

1. The claim should be both for onward and return journey
2. Full details of journey from Headquarter to Home Town & back should be furnished.
3. Deatails of Road journey, if any, performed in lieu of part of Rail journey, should also be furnished.
4. In 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.

I. PERSONS FOR WHOM THE CLAIM IS MADE

ONWARD JOURNEY

RETURN JOURNEY

II. DETAILS OF OUTWARD JOURNEY

No. of Persons	Departure		Arrival		Class of Travel	Ref. to Rly. Ticket Number or Money Receipt etc.	Fares Paid	
	Station	Date	Station	Date			Rs.	P.

III. DETAILS OF RETURN JOURNEY

No. of Persons	Departure		Arrival		Class of Travel	Ref. to Rly. Ticket Number or Money Receipt etc.	Fares Paid	
	Station	Date	Station	Date			Rs.	P.

Total Amount of Claim Rs. _____

Rupees _____

(in words)

Signature of the employee