

# BHARAT COKING COAL LIMITED

( A Subsidiary of Coal India Limited )

## CHECK LIST FOR VERIFICATION OF LTC/LLTC BILL OF WAGE BOARD EMPLOYEES

Check/Verification to be carried out by the various Units in LTC/LLTC Bills.

Block Year	1st Year	2nd Year	3rd Year	4th Year
As per leave plan				
Actual Leave applied				
Leave Sanctioned				

  

1. Name of the Employee :
2. EB No. :
3. Designation :
4. Date of Appointment :
5. Category/Group/Grade :
6. Whether employed on Surface/underground. :
7. Whether option is for LTC/RRF. :
8. Status Temporary/Permanent :

NOTE : Not admissible for Badli/Casual workers.

1. Eligibility on fresh appointment. Has the requisite period of continuous service of 240 days (Surface) /190 days (Underground) been rendered by the worker during the relevant/previous year

(a) YES / NO

(b) No. of days attendance :

Surface

Underground

NOTE 1 In their cases Block will run for a period of 4 years from the date he becomes eligible for availing the same:

2. Whether both Husband and Wife employed.

(a) YES / NO

If YES, give details as follows :

- (b) i) Name Shri/Smt.
- ii) Designation
- iii) Unit/Colliery.

(c) Recorded in Page.No. of LTC/LLTC Register :

3. Has the employee/his spouse already availed of the benefit during same block year.

(a) YES / NO

(b) LTC/LLTC Register Page No.

4. Is more than one claim being admitted in the same calendar year

(a) YES / NO

(b) Page No of LTC LLTC Register,

5. Has leave applied been checked and recorded in Form — II Register ( give details ) .

- i ) No of days and period of leave applied for and granted .
- ii ) Earned leave due as per Form — II
- iii ) Leave recorded in page No. of Form — II Register.

( Leave to be availed should not be less than 7 days in case of LLTC and 6 days in case of LTC )

6. Has the details of family members including dependents as submitted in LTC/LLTC Bill been checked with updated service records and are in conformity with that ? Are all the family members claimed in the bill covered under the definition of Family as per LTC/LLTC Schems ?

- ( a ) YES / NO
- ( b ) No. of tickets permissible as per service records and family definition.  
..... No. of tickets.

7. a) Is the present claim of LTC/LLTC in variance with previous claim in respect of size of family.

YES / NO

b) If so reasons for variance are :

- i)
- ii)
- iii)
- iv)
- v)

<u>Reason</u>	<u>Amount</u>
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8. In case of employees transferred from other unit, has his LPC been verified to ascertain whether he has availed LTC,LLTC at previous place posting and has been recorded in the LTC,LLTC Register.

YES / NO

9. Has declaration been obtained as to whether employee /his or her spouse / Children / Brother / Sister / Parents have already availed LTC/LLTC at any other unit and recorded in LTC/LLTC Register.

- ( a ) YES / NO
- ( b ) Page No. of LTC/LLTC Register.

10. Has it been ensured in the case whether both wife and husband are employed in the Company that claim of LTC/LLTC by the couple does not exceed more than 6 tickets jointly and other unit has also been informed accordingly.

- ( a ) YES / NO
- ( b ) Reference No. of letter confirming the same.

11. In case of any employees retiring during the block whether the entitlement has been verified in terms of circular No. BCCL/IR/LTC/Or/89/1163 dated 10. 11. 89.

- ( a ) YES / NO
- ( b ) Date of retirement,
- ( c ) Year of earlier claim
- ( d ) Eligibility to the claim as per the circular.

12. Has the claim of LTC/LLTC been recorded in the prescribed LTC/LLTC Register and all the column of LTC/LLTC Register in respect of concerned claim been filled up.

- ( a ) YES / NO
- ( b ) Page No. of LTC/LLTC Register.

**PART - B**

14. a) Has the basic wages per month of the employee on the date of filling claim has been checked with Pay sheet If so details may be noted as follows :

	<b>a) YES / NO</b>	
i) Basic wages on the date of claim	Rs.	p.m.
ii) Class claimed in the Bill.		
iii) Is this above/below Rs. 1135/- pm for claiming 1st Class Rly. fare.		
iv) Entitlement of class by rail as per basic wages.		
b) i) In case of daily rated employees wages p m has been arrived as follows.		
Basic wages per day × no. of working days	Rs.	p.m.
ii) In case of monthly rated employees the basic wage p m. has been the basic wages drawn by the employee on the date of claim.	Rs.	p.m.
iii) In case of piece rated workers basic wages has been calculated by dividing total basic wages earned during previous calendar year by 12 and not by dividing with actual no. of working days.		
Calculation has been arrived as follows :		
Total basic earned during previous calendar year	Rs.	
Divided by 12		
Average monthly basic wages.		

15. If any other method of calculation has been followed with approval the additional amount payable as compared to above.

Class as per 14 & 15	<u>Amount</u> Difference
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16. Has the distance and fare been checked with Railway Time Table enforce on the date of claim.

YES / NO .....KM

i) Distance claimed as per LTC/LLTC Bill.

ii) Actual distance as per Railway Time Table/ allowable distance as per LTC/LLTC Rules. ....KM

iii) Actual Fare payable as per Railway Time Table Rs..... (Each way)

17. Has LTC/LLTC been limited to Indian Boarder in case of an employee having claimed LTC/LLTC outside India.

YES / NO

18. Has advance paid against LTC/LLTC been adjusted against the Final Bill and recorded in the LTC/LLTC Register.

	<b>YES / NO</b>
a) Amount of advance	Rs.
b) Date of Payment	
c) Page No. of LTC/LLTC Register adjusting the advance.	

Certified that all the checks have been verified with reference to LTC/LLTC Scheme. Claim may be passed for .....nos. of tickets upto .....KM each way by..... class by Rail. and of which fare comes to Rs.....each way single ticket. The LTC/LLTC Bill may be passed for Rs.....as per above details.

Prepared by :  
Name & Designation :  
Signature :  
Verified & Checked by :  
Signature.

Countersigned :  
Manager/Agent/HOD

## LTC FINAL BILL

Final bill submitted after availing of LTC benefit under clauses 9.2.1 and 9.2.2. NCWA-II read with implementation instruction No. 20 dt. 13-2-1980.

For block years \_\_\_\_\_

1. Name of the employee  
Sri-Smt.-Kumari
2. Name of the father in case of male :  
employee and unmarried female :  
employee
3. Name of the husband in the case of :  
married female employee :
4. Designation of the employee :
5. Name of the Coal Company in  
which employed :
6. Name of the Colliery/unit/establish-  
ment in which employed :
7. Basic pay under the NCWA-II during  
period when the L.T.C was availed of :
8. In the case of piece-rated workers  
details of Group, i. e. Group I, II,  
III, IV, V, V[A] or any other  
group

9, Details of family members who availed of LTC benefit

Sl No	Name	Relationship	Age	Whether residing with the family at the place of posting	Whether wholly dependent on the employee	If not residing with the employee himself, place of residence.
				Yes/ No	Yes/ No	

10. Details of travel undertaken

Dates From To

MODE  
 Rail 1st class/2nd class Distance Km  
 Bus Distance Km

Outward Journey

Return

Journey

11. DETAILS OF FARES CLAIMED  
Class

Rail	1st class/2nd class	Fare per head	Reservation charges per head	Total fare for all persons
		Rs.	Rs.	Rs.

TOTAL Rs.  
LESS AMOUNT OF LTC ADVANCE DRAWN Rs.  
BALANCE AMOUNT CLAIMED Rs.

IN WORDS RUPEES \_\_\_\_\_

CERTIFICATES:

CERTIFIED

1. That I and my family members have actually undertaken journeys between different stations and on different dates and by the mode and class of travel as claimed in this bill.
2. That the details of family members as indicated in this bill are covered by the definition of family as laid down in II No. 20 of 13.2.1980.
3. That I and/or my family members have not earlier availed of LTC benefit during the block year \_\_\_\_\_
4. That I have been sanctioned leave from \_\_\_\_\_ to \_\_\_\_\_ for availing of the LTC benefit

Signature of employee  
Designation  
Cellery/Unit/Establishment  
Date