

BHARAT COKING COAL 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/ 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 :—

(i) Number of tickets to be purchased :—

(i) Full tickets -- Class --

(ii) Half tickets -- Class --

Amount @ Rs.....per ticket Rs.

(iii) Total estimated amount of the claim Rs.

(iv) 80% of estimated claim Rs.

Countersigned
Controlling officer.

Date.....

Signature of the
Employee.

Date.....

Forwarded to Accounts Officer
for Audit and payment—

Administrative Officer