



EASTERN COALFIELDS LIMITED

LTC BILL (EXECUTIVES ONLY)

ADVANCE/FINAL

Name: _____ U.M.No. _____ Basic Pay Rs. _____

Designation _____ Department _____

EL sanctioned from _____ to _____ Letter Ref no. _____ dated _____

Home Railway Station/Railway Station for 4(four) years LTC _____

Particulars of journey _____

| NAME INCLUDING | RELATIONSHIP | AGE | MODE OF TRAVEL | CLASS | TICKET NO. | AMOUNT |
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Total amount Advance drawn on _____ Amount (Rs.) _____
Rupees(in words) _____

1. Certified that the above statements are true to the best of my knowledge.
2. Certified that no more than actual expenses have been claimed.

Countersigned

Controlling Officer

Signature:

Date:

For Office use in Accounts department

Amount passed for Rs. _____

Less, advance, if any _____

Income Tax _____

Net payable _____

Rupees(in words) _____

Sr.Accounts Officer



EASTERN COALFIELDS LIMITED
(A Subsidiary of Coal India Limited)
Sanctoria:Dishergarh:Burdwan

LEAVE TRAVEL CONCESSION FORM NO.1

The following certificate should be given by the Controlling Officer

Certified _____ that _____ (Name _____ of _____ the _____ Employee)
Shri/Srimati/Kumari _____ Designation _____
_____ has rendered continuous service for one year of more on the date of
commencing the outward journey. The following certificates should be furnished by the
Employee:

i) Certified that I have not submitted any claim so far 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 traveled
with the party on the earlier concession.

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 the
Headquarters.

iv) Certified that my husband/wife is not employed in the Eastern Coalfields Limited/my
husband/wife is employed in the Eastern 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 calendar year.

v) Certified that I and/or my family have actually performed the journey and traveled by the class
of accommodation not lower than that for which the reimbursement fare is claimed.

Signature of the Controlling Officer
(with seal)

Signature of the Employee

Date: