

(2)

9. Details of my family members, who will be availing of the LTC benefit :

Sl. No.	Name	Relationship	Age	Whether residing with the employee 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 to be undertaken

	Dated	From	To	MODE				Fare per head		Reservation Charge by Rail
				Rail		Bus		Rail	Bus	
				1st Class Distance (Km.)	2nd Class Distance (Km.)	Distance (Km.)	Distance (Km.)	Full Ticket/Half Ticket Rs. P.	Full Ticket/Half Ticket Rs. P.	
Outward Journey										
Return Journey										

11. Total of train fare for all the members = Rs.

12. Total of bus fare for all the members = Rs.

13. Total estimated rail and bus fare including reservation charge = Rs.

Advance applied for (80% of estimated train/bus fare) = Rs..

(3)

14. Expected date of departure : _____
15. Expected date of return to place of posting : _____
16. Date of commencement of leave for availing LTC benefit : _____
17. Date of expiry of leave : _____

CERTIFICATE

It is certified that :

- (a) The family members as referred to in this Advance Bill are those covered by the declaration made by me to the management.
- (b) I have not availed of the LTC benefit during the block years
- (c) That my wife/husband employed in Coal India Ltd./SCC Ltd./ISCO/TISCO has not availed of LTC benefit during the same block years as referred to above.
- (d) I shall refund the advance drawn in case the travel on account of LTC is not actually undertaken.
- (e) I shall submit the Final LTC Bill within one month of completing the journey.

Station : _____

Date : _____

Signature/Thumb Impression of the employee

Designation : _____

Colliery/Project/

Unit/Establishment : _____