



WESTERN COALFIELDS LIMITED

PROFORMA FOR APPLYING TO CHANGE HOME TOWN ADDRESS IN TERMS OF CIL EXECUTIVES LTC RULES, 2010

1. Name & EIS No. of the Executive : _____
2. Designation/Place of posting : _____
3. Date of Appointment in CIL : _____
4. Home town address recorded in Form 'B' register/any other bio-data form at the time of entry into service. : _____

- a. Whether the home town address was declared by the executive. : _____
- b. If not, whether address was recorded on the basis of the address given by employment exchange. : _____
5. Proof that the executive has given to substantiate that his normal residence is at the new Home Town given by him, but for the service in the Company : 1 _____
2 _____
3 _____
6. New Home Town address : _____

7. Whether the executive has furnished any proof that he owns residential property or he is a member of joint family having property at the new address given. : _____

8. Whether the executive been frequently visiting the place of new address to discharge various domestic and social obligations. If so, has he submitted any proof. : _____

9. Whether his near relations are residing at the new address and whether the executive has furnished any proof thereof. : _____

10. Whether prior to his joining service, the executive was residing at the new address. : _____
11. Whether the executive has earlier submitted an application in terms of Office Order No. WCL/IR/CIL/40/729/863 dt. 10-05-1978 and No. WCL/IR/GR/40/175/475/ CIR dt. 25/09/1978 issued by the Addl. CPM(IR). If not, reasons thereof. : _____

Date: _____

SIGNATURE OF THE APPLICANT