

NATIONAL SECURITIES DEPOSITORY LIMITED

Trade World, 5th Floor, Kamala Mills Compound, Lower Parel, Mumbai – 400 013

(APPLICATION FOR LEAVE TRAVEL ALLOWANCE)

Name : AMEY SUHAS DHURI
Designation : ASSISTANT MANAGER

Sr. No. _____
Employee Code : A258
HDFC Bank A/c No. 50100188560393

Department: SDM3

Number of days leave taken : _____ (days) From _____ To _____

LTA amount claimed : Rs. _____ For the year(s) _____ (calendar year)

Advance Taken : Rs. _____ on _____ (date)

Persons travelled :

Sr. No.	Name	Relationship	Age

Journey Details :

Sr. No.	Date of travel	From	To	Mode of travel	Ticket No.	Amount (Rs.)
Total						

Total No. of tickets / receipts enclosed : _____

1. I *wish / do not wish to claim income tax exemption in respect of LTA hereby availed by me to the extent allowable.
2. I am claiming Income-Tax exemption for the "first/second/third/fourth/ time, in the four calendar year block (2002-2005) commencing on January 2002.

I hereby declare and certify that the above particulars are true.

Date : _____



Signature of employee

* Strike out whichever is not applicable

Amount to be paid Rs. _____ Received Rs. _____

Receiver's Signature

(FOR OFFICE USE ONLY)

Certified that Mr/Mrs/Ms. _____ was on _____ days
authorised leave from _____ to _____

(Signature of Personnel Head)

(FOR USE BY FINANCE & ACCOUNTS DEPARTMENT)

Total Amount Eligible (a)	Rs.
Claimed (b)	Rs.
Payable [(a) or (b) whichever is less]	Rs.
Advance taken	Rs.
To be paid now	Rs.

Non Taxable Amount	Rs.
Taxable Amount	Rs.

Prepared by

Verified by

Authorised by