

# NATIONAL SECURITIES DEPOSITORY LIMITED

Trade World, 5<sup>th</sup> Floor, Kamala Mills Compound, Lower Parel, Mumbai – 400 013

## (APPLICATION FOR LEAVE TRAVEL ALLOWANCE)

Name : AMEY SUHAS DHURI

Sr. No. \_\_\_\_\_

Designation : ASSISTANT MANAGER

Employee Code : A258

HDFC Bank A/c No. 50100188560393

Department: SOM3

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)**

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

<b>Non Taxable Amount</b>	<b>Rs.</b>
<b>Taxable Amount</b>	<b>Rs.</b>

\_\_\_\_\_  
**Prepared by**

\_\_\_\_\_  
**Verified by**

\_\_\_\_\_  
**Authorised by**