TECHASPECT SOLUTIONS PRIVATE LIMITED

Date   :
Name   : MAHEJABEEN NAIB   Code No. : 3040
Designation :
                                                         Division   :

Location   :

_____

To ,

      _____

Sir,

You are requested to arrange to release an amount of Rs. _____/- towards
reimbursement of Leave Travel Allowance for the period _____ to _____, as per HR
policy. The details are as under :

Sr.No.	Date of Journey	No. of Persons traveling	From	To	Class	Ticket No.	Amount(Rs.)

Total	
Advance taken	
Net Claim	

I hereby certified that

a) I have not claimed the amount for the above-mentioned period and now claiming
     hear in above the amount, which is within my entitlement under the relevant Rules.
b) I am availing / I availed _____day's leave from _____ to _____.

                                                    [Signature of Employee]

                        [For Office use only]
a. Amount claimed as per thise application : Rs._____/
b. Entitlement as per policy   : Rs._____/
c. Amount to be reimbursed   : Rs._____/

                                            [HR/ Accounts Dept.]