**Form: HR-03**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Food Coupons request date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Option:**

* **For Amount – 2500: \_\_\_\_\_\_\_\_\_\_\_**
* **For Amount – 1100: \_\_\_\_\_\_\_\_\_\_\_**

**PLEASE NOTE:**

* **If requested for the total amount 2500, you would benefit tax redemption.**
* **If Food coupons are not requested the amount 2500 would be paid in salary and taxes are applicable.**
* **If requested for the amount 1100, the remaining amount (1400) would be paid in salary and that amount would be taxed.**
* **If you avail for the food coupon option, it cannot be discontinued till the financial year end.**