

**SINTEX INDUSTRIES LIMITED-YARN DIVISION**  
**Claim Voucher for LEAVE TRAVEL**

To,  
 HR Dept.  
 Sintex Industries Limited  
 Yarn Division  
 Lunsapur Plant Site,  
 Amreli (Gujarat)

Emp. No. \_\_\_\_\_

D O J.: \_\_\_\_\_

Sir,

This is to request you to give me my LTC entitlement for the year \_\_\_\_\_ as part of my salary, after necessary tax deductions. Thanks

Name of Claimant \_\_\_\_\_ Department \_\_\_\_\_ Signature of Claimant \_\_\_\_\_

**For Office use only:**

**(a) Advised to T.K. :**

(1) Basic + D.A. for the month of \_\_\_\_\_

(2) Claim for the period of \_\_\_\_\_

(3) Basic + D.A.= \_\_\_\_\_ **Less : I.T.** \_\_\_\_\_

S.C. \_\_\_\_\_

E.C. \_\_\_\_\_

Total Deduction = \_\_\_\_\_

(4) Net Cheque Amt. Rs. \_\_\_\_\_

Authorized Signatory & Date

**(b) Advised to account Dept.**

(1) Please issue a Cheque in favour of claimant payable at \_\_\_\_\_

**Passing Authorities:**

Date

Head of Dept.

President (Oper.)

C.F.O.