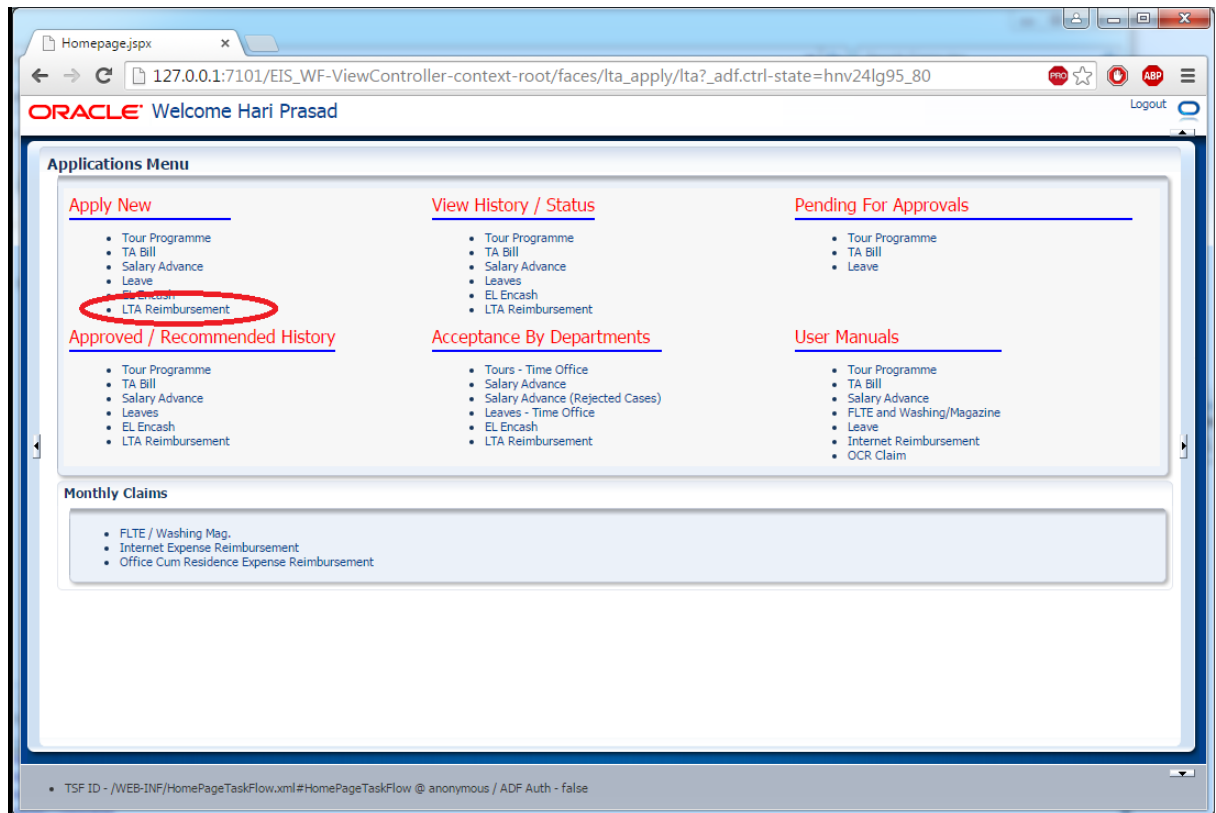


## Help Manual for Leave Travel Assistance (LTA) Reimbursement Application:-

1. For LTA Reimbursement application, click on the link "LTA Reimbursement" on the home page as shown below.



2. For applying reimbursement click on the link "LTA Reimbursement" on the "Apply New" section. A new form will open displaying the current Earned leave balance and the sum of basic and D.A. of the processed salary. The user needs to provide the block year and number of months to be reimbursed.

ORACLE Welcome Hari Prasad

**Indian Farmers Fertiliser Cooperative Limited**  
Application For Grant Of Leave Travel Assistance. " LTA "

Name Hari Prasad PersonalNo 109128 Designation Asstt. Mgr.(Systems)

Date 8/12/2015

I may please be granted LEAVE TRAVEL ASSISTANCE . My details are given here in below.

LTA Amount based on last 12 months basic paid is Rupees **57828.00**

Block year of availing LTA

No. of months for which LTA claimed

Amount of LTA claimed

I hereby declare that I have not availed the LTA for which I am now making this application. I further declare that the particulars given here in above are true.

[Apply Leave Travel Assistance \(LTA\)](#) [Exit \(Home Page\)](#)

The total amount of reimbursement for the specified period applied will be displayed on the page.

ORACLE Welcome Hari Prasad

**Indian Farmers Fertiliser Cooperative Limited**  
Application For Grant Of Leave Travel Assistance. " LTA "

Name Hari Prasad PersonalNo 109128 Designation Asstt. Mgr.(Systems)

Date 8/12/2015

I may please be granted LEAVE TRAVEL ASSISTANCE . My details are given here in below.

LTA Amount based on last 12 months basic paid is Rupees **57828.00**

Block year of availing LTA

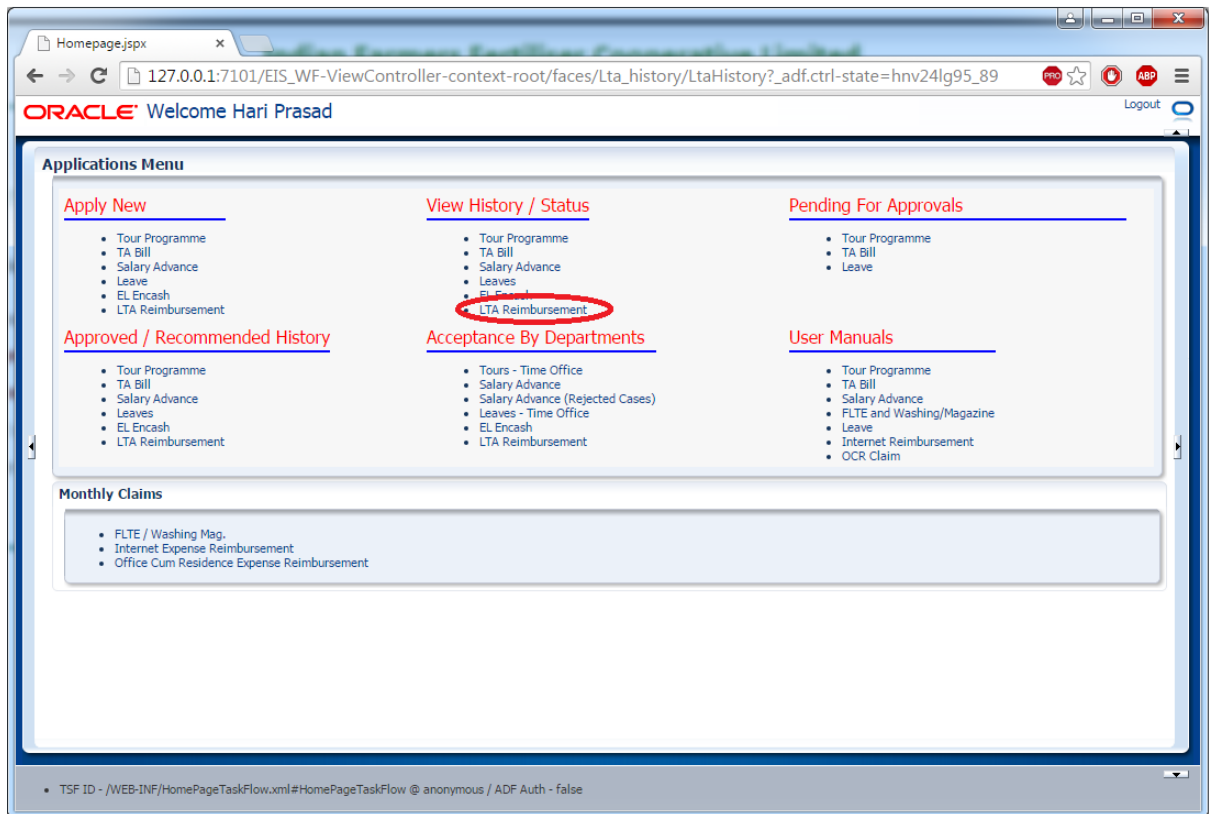
No. of months for which LTA claimed

Amount of LTA claimed **28914**

I hereby declare that I have not availed the LTA for which I am now making this application. I further declare that the particulars given here in above are true.

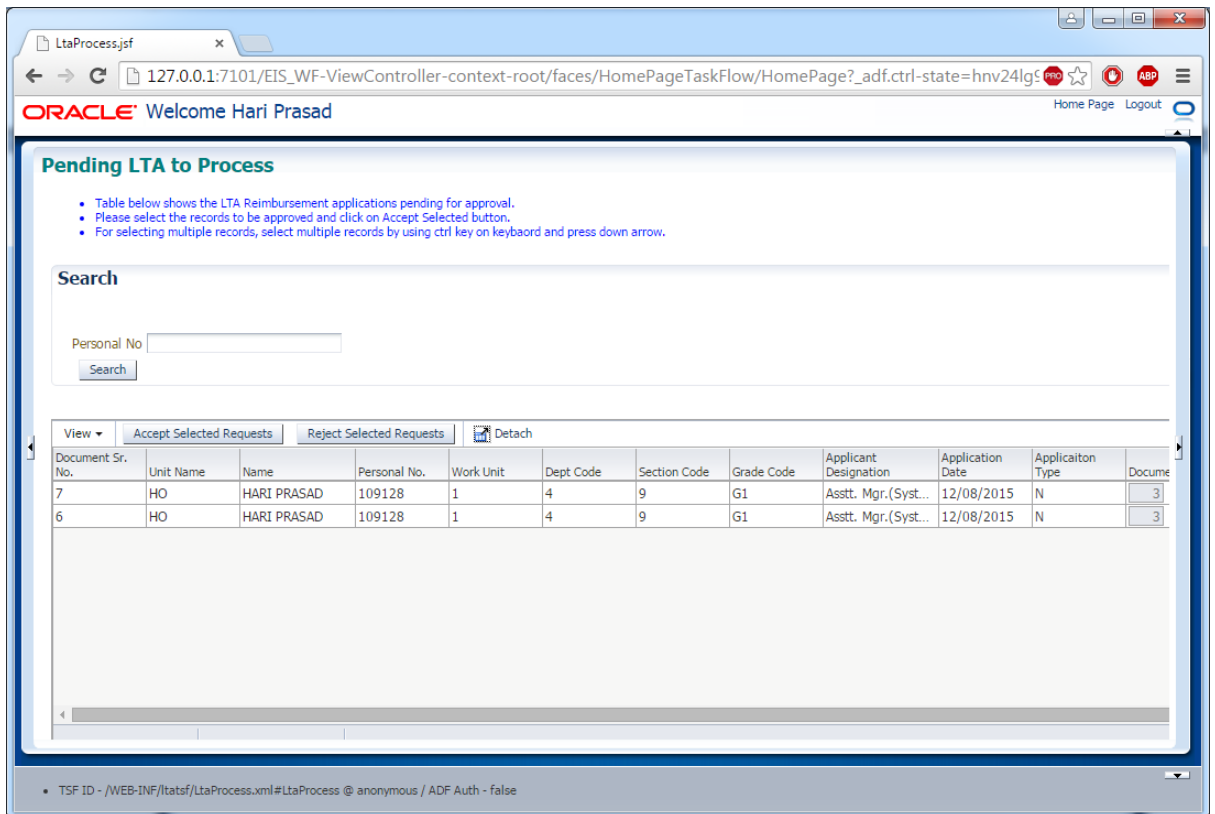
[Apply Leave Travel Assistance \(LTA\)](#) [Exit \(Home Page\)](#)

3. The users can view the applied history by clicking on the “View History/Status” on the home page.



Document Sr. No.	Claim Sr. No.	Unit Name	Personal No.	Name	Designation	Dept Code	Section Code	Application Date	Document Status	Eligible Amount	App.
5	1	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	4	9	12/08/2015	Rejected	57828	57
4	1	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	4	9	12/08/2015	Rejected	57828	57
3	1	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	4	9	12/08/2015	Rejected	57828	19
2	1	HO	109128	HARI PRASAD	Asstt. Mgr.(Syst...	4	9	12/08/2015	Rejected	57828	19

- Processing of Application by Accounts Personal: - For processing the applications the accounts user will need to click on the link “LTA Reimbursement” in the Acceptance by Department section. All the pending applications will be displayed; accounts user can also search for application by filtering the application on basis of personal number or year month or both. For processing the applications the user needs to select the desired applications and then press “Accept Selected Records” button. The user can select multiple records for processing in a single go. For selection of multiple records user can use the ctrl key along with the down arrow on the key board.



5. For viewing the history of applications processed by accounts the accounts user can use the link "LTA Reimbursement" in *the Approved / Recommended History* section provided on Earned Leave Reimbursement home page. A page displaying all the applications history will be displayed.

LtaProcessedHistory.jsf x

127.0.0.1:7101/EIS\_WF-ViewController-context-root/faces/HomePageTaskFlow/HomePage?\_adf.ctrl-state=hnv24lg...

ORACLE Welcome Hari Prasad Home Page Logout

### Processed LTA Reimbursement History

Document Sr. No.	Unit Name	Claim Sr. No.	Applicant Name	Applicant Personal No.	Applicant Designation	Dept. Code	Section Code	Grade Code	Application Date	Document Status	Applica Type
5	HO	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	4	9	G1	12/08/2015	Rejected	New
4	HO	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	4	9	G1	12/08/2015	Rejected	New
3	HO	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	4	9	G1	12/08/2015	Rejected	New
2	HO	1	HARI PRASAD	109128	Asstt. Mgr.(Syst...	4	9	G1	12/08/2015	Rejected	New

• TSF ID - /WEB-INF/tatsf/Lta\_processed\_History.xml#Lta\_processed\_History @ anonymous / ADF Auth - false