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.

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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.

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 pald 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 Truel Austrace (LTA.)

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

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 2015
No. of months for which LTA claimed 6
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 Lenne Tranel Assistance (10.) Ent (trane Page)

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

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

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7	HO	HARI PRASAD	109128 109128	1	4	9	G1 G1	Asstt. Mgr.(Syst Asstt. Mgr.(Syst	12/08/2015 12/08/2015	N	3
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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.

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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		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
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