

**THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI**

**CLAIM FOR AVAILING INCOME TAX EXEMPTION ON LTC**

1. Name & Design. of Employee:
2. Basic Pay of the Employee:
3. Period of approved leave:
4. Block Year 2010-2013:
5. Details of Family members Including dependents if any for whom LTC exemption claimed:

S.No.	Name of the Family Members	Age	Relation with the employee

6. Details of Journey performed:

Departure	Arrival	Mode of Travel	Class of Travel	Train/Flight No. & Date	Fare	Ticket No.

It is certified that the above family members are wholly and mainly dependent on me.

7. Details of LTC claims made earlier for block year 2010-2013

Date:

Signature of Employee  
Name:  
Emp. No.

**Encl.:** Self Attested copy of Train/Air Ticket

1. As per provision of Income Tax during a block of four Calendar Years (presently 2010 to 2013) an employee can claims exemption in respect of any two journeys.
2. Family for the purpose includes the spouse and the children of the employee, parents, brother and sisters who are wholly or mainly dependent upon him.
3. As per Income Tax provisions, LTC shall not be available to more than two surviving children (born after 01.10.1998) of an individual.
4. Normally, an employee is required to undertake journey along with family members to claim Income Tax exemption. In case, he/she is not accompanying the family members, the exemption would be restricted to only two groups of the family in respect of each LTC.