



Reliance Infrastructure Limited

Leave Travel Allowance

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Title	Leave Travel Allowance
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <p>Procedure for availing LTA</p> <p>Procedure for availing tax exemption</p>
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Leave Travel Allowance

1. Objective

- 1.1 The purpose of this document is to define and lay down rules and guidelines for availing LTA and related tax exemption during service.

2. Scope

- 2.1 This policy shall cover all employees on rolls of R-Infra and its Associate / Group Companies.
- 2.2 This policy shall cover any additional company to be established within R-Infra Group unless it is decided to have a separate policy for its purpose.
- 2.3 In case of MOOL employees, Leave Travel Allowance is a part of CTC which is paid on a monthly basis.

3. Policy:

- 3.1 Employees shall be eligible for Leave Travel Assistance (LTA) after completion of one year of continuous service.
- 3.2 The amount of LTA shall be based on the choice-pay option given by them within their CTC structure, subject to maximum of 2 months Basic per annum.
- 3.3 For the purposes of LTA, the year shall be computed from 1st April to 31st March.
- 3.4 LTA opted in one year can be claimed in subsequent year or accumulated to claim thereafter.
- 3.5 LTA shall be paid to the employee upon his request with salary in the month of LTA request or subsequent month.

4. Procedure to avail LTA

- 4.1 Employee shall apply through ESS to claim LTA. The same shall be processed and paid with subsequent month salary.
- 4.2 The employee to whom ESS facility is not available, shall submit their LTA claim to concerned HR executive.
- 4.3 The HR executive shall check the following:
 - a. Leave availed / Sanctioned vis-à-vis leave balance
 - b. LTA Balance
 - c. LTA Claim Amount
- 4.4 In case the LTA Claim is in order, then the HR executive shall forward the LTA data to the Payroll Section for disbursement of LTA.

5. Procedure for availing Income Tax (IT) Benefit

- 5.1 To avail tax exemption on the LTA amount being claimed, an employee shall be on leave for a minimum period of 5 days, in the year of LTA claim. This leave period shall include combination of Paid Leave, Weekly off or Public Holiday, based on the extant Leave Policy. If any executive desires to claim the LTA without availing such leave, then the LTA amount will attract Income Tax as per the extant Income Tax rules.

- 5.2 If an employee cancels the sanctioned leave (partly or fully) and the total period of leave becomes less than the specified number days, then the LTA amount will attract Income Tax as per the extant Income Tax rules.
- 5.3 IT exemption for LTA amount is available in respect of the following:
 - a. Actual Fare
 - b. By shortest route
 - c. For employee & his family (spouse, children and dependent parents)
 - d. Within India while on leave
- 5.4 Maximum Limit for IT exemption:
 - a. For air travel, fare upto economy class.
 - b. For Rail travel, fare upto AC first class.
 - c. For journey by any other mode:
 - i. If the destination is connected by rail, upto AC first class rail fare
 - ii. If the destination is not connection by rail, Public transport first class / deluxe fare
 - d. Exemption shall not exceed amount actually spent.
- 5.5 Tax exemption on LTA can be availed twice in a block of 4 calendar years. To avail the tax exemption, LTA Declaration Form (refer Annexure-01 for the format of LTA Declaration Form) shall be sent to Payroll Section along-with proof of expenditure on travel. Exemption is allowable only in respect of fare and not other expenditure such as lodging, boarding etc.
- 5.6 For the purpose of tax computation, the 4-year blocks are from 1st January 2018 to 31st December 2021, 1st January 2022 to 31st December 2025 and so on.
- 5.7 Reimbursements in excess of maximum limit for IT exemption, if any, will attract tax.

RELIANCE INFRASTRUCTURE LTD.
LTA DECLARATION FORM

Employee No. : _____ Name : _____

Designation : _____ Department : _____

I, Mr. / Ms. _____ do hereby swear / solemnly affirm and state as follows:

1. I had been sanctioned _____ days Privilege Leave from _____ to _____ for the Leave Travel Assistance of Rs. _____ for the year _____ for which I am entitled.
2. I hereby declare that during my Privilege Leave, I, along with the members of my family, traveled from _____ to _____ in India and incurred expenditure of Rs. _____ on such travel. Following are the details of my family members who have traveled with me:

SN	NAME	RELATIONSHIP

3. I state that I traveled by _____ mode of transport (Road, Railway, Air Etc.). I purchased the ticket from _____ (*state the carrier*) on ____/____/____ for a sum of Rs. _____ for the onward journey and had purchased the return ticket from _____ (*state the carrier*) for a sum of Rs. _____ for the return journey.
4. The tickets bear numbers _____ and _____ for onward & return journey respectively and have been issued on _____ and _____ respectively.
5. I am not in a position to produce these tickets, since they have been surrendered by me to the Railway Authority / other ticket checking authority.
6. I say that apart from my wife and children, my brothers/sisters/parents who traveled with me, are wholly and mainly dependent on me.
7. Based upon the above declaration, I request the Company not to deduct any tax on the said amount of Rs. _____ of the Leave Travel Assistance. I fully undertake the responsibility of paying the Income Tax and other dues, if any, payable to the Tax Authorities, in the event, the Tax Authorities raise a demand for any tax on other dues from the Company on account of the Company not having deducted tax from my salary on the basis of this declaration. I agreed to fully compensate and to indemnify the Company for such payment, which may be made by the Company to the Tax Authorities.

Date: _____

Signature: _____