



Date:

Earned Leave Encashment Form

1. Name of Employee :
2. Employee ID or CID No :
3. Designation :
4. Position Level/Grade:
5. Basic Salary at the time of Application :
6. Financial Year :
7. Section/Division attached with :

(Signature of the applicant)

(This part to be checked & verified by the Administrative Assistant, HRD)

It is certified that the above applicant hasdays of Earned Leave available on his/her credit as on.....

Encashment: Recommended/Not Recommended.

Name & Signature

Adm. Assistant

(Remarks of Adm. /HR Officer)

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