

LEAVE ENCASHMENT FORM

1. Name of Employee :
2. Employee ID No. /CID No. :
3. Position Title & Position Level :
4. Place of posting :
5. Basic Salary at the time of application :
6. Financial Year : 2020-2021
7. Date of application :

Signature of the applicant

Certified that the above applicant has days Earned leave available on his/her credit as on

Encashment : Recommended/Not Recommended

Date: :

(Name & Signature of HRO)
