

Human Resources Department

Application for Earned leave Encashment

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|-----------------------|---------------------|------------------|
| Name : swaroop | | Date : 14 9 2014 |
| Designation : Manager | Department : Doctor | Staff No. : MH13 |

Earned leave surrendered 30 days.I declare that i will not avail EL in the month of encashment

Signature of employee

| For use by H.R Department | |
|-----------------------------------|--|
| No. of Days EL at Credit : 150 | Serial no. : 24 |
| No. of days EL Surrendered: 30 | Date of Receipt : 19/7/2017 |
| No. of Days Balance: 120 | Date of previous encashment : First Time |
| Base pay as on: 19/7/2017 Rs.12 | Passed for payment of Rs.: 24 |
| Dearness allowance :12% = Rs.1.44 | In words: twenty four only |
| Total: Rs.24 | |

Certificates

1. Certified that the employees has not enscahed earned leave during the financial year upto this date.
- 2.Certified that the leaves encashed above has been debited to his EL account and entered in Service.
- 3.Cerfitied that the amount encashed has been added to his taxable salary income.

HR Assistant

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|---|----------------------------------|
| H R Assistant | For use by Finance department: |
| <div>Recommended</div> <div>Approved</div> | Paid via Cheque no. : |
| | Date: |
| | Rs.: |
| | Drawn on Canara Bank/Vijaya Bank |
| HR Manager Sr. Vice President President | for Rs. |