



# Human Resources Department

## Application for Earned leave Encashment

Name : jun	Date : 15 8 2017
Designation : Manager	Department : accounts
	Staff No. : emp6

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. : 0
No. of days EL Surrendered: 30	Date of Receipt : 15/8/2017
No. of Days Balance: 120	Date of previous encashment : First Time
Base pay as on: 15/8/2017 Rs.234	Passed for payment of Rs.: 262
Dearness allowance :12% = Rs.28.08	In words: two hundred and sixty two only
Total: Rs.262	

## 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

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.