



Human Resources Department

Application for Earned leave Encashment

Name : jan	Date : 16 10 2017
Designation : billing	Department : accounts
	Staff No. : emp171

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 : 230	Serial no. : 0
No. of days EL Surrendered: 30	Date of Receipt : 16/10/2017
No. of Days Balance: 200	Date of previous encashment : 11/12/2017
Base pay as on: 16/10/2017 Rs.100	Passed for payment of Rs.: 110
Dearness allowance :10% = Rs.10	In words: one hundred and ten only
Total: Rs.110	

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:
Recommended Approved	Paid via Cheque no. :
	Date:
	Rs.:
	Drawn on Canara Bank/Vijaya Bank
HR Manager Sr. Vice President President	for Rs.