



LEAVE ENCASHMENT for the year 2013.

"APPLICATION FOR EARNED LEAVE ENCASHMENT AT THE TIME OF AVAILING LTC FOR HOME TOWN / ANYWHERE IN INDIA"

Date: 08-08-2014.

Sl. No	Particulars	
1	Name of the Employee::	NIL
2	Designation::	NA
3	Pay Band : Pay in the Pay Band + Grade Pay	NA
4	Department::	NA
5	Date of Birth::	NA
6	Date of Joining in the College:	NA
7	Date of Retirement:	NA
8	Earned Leave encashment on LTC Home Town / Anywhere in India:	NA
9	LTC Block Year ::	NA
10	Earned Leave applied (if any) ::	NA
11	Date of Journey ::	NA
12	Number of Days EL (Balance) in Credit	NA
13	Earned Leave encashed already, if any (no. of days) ::	NA
14	Earned Leave credit balance for encashment (no. of days)	NA
15	No. of days earned leave applied for encashment ::	NA
16	No. of days Earned Leave Sanctioned for encashment::	NA
17	Amount of EL encashment admissible (((Basic + DA)/30) * No. of days of EL) :: Rs.	NA

Signature of the Employee--- NA-----

.....NIL.....days Earned Leave debited from Earned Leave account of Mr/Ms/Dr.....

Passed bill for payment Rs. _____ NIL _____ .

Manager Operations: _____ (Rajesh Naidu .E)

SRS Business Solutions India Pvt Ltd.

