

Central Power Research Institute
PROF.SIR C V RAMAN ROAD
P B NO 8066 : BANGALORE -560 080

APPLICATION FOR ENCASHMENT OF EARNED LEAVE

NAME AND DESIGNATION :

DIVISION/LAB/SECTION :

It is requested that encashment of Earned Leave for ----- days may please
be sanctioned to me for the year/s -----

I have not availed of encashment for the calendar year -----.

DATE :

SIGNATURE OF THE APPLICANT

Forwarded to Administration Section

Head of the Division/Lab/Section

ADMINISTRATION SECTION

Certified that :

1. Shri/Smt/Kum
has not availed encashment for the year/s
2. He/She has days of Earned Leave at his/her
credit as on . When encashment of leave
is sanctioned, the balance of earned leave at credit
will be days.

Sanctioned/Not Sanctioned

Administrative Officer

Office Order No. dated sanctioning encashment of
Earned Leave for days has been issued and the Earned Leave debited to
his/her leave account.