

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY
CORPORATE / CENTRE :**

EARNED LEAVE ENCASHMENT FORM

Name of the Employee :
Designation :
Band Pay :
: (Basic Pay + Grade Pay) : Rs.....
DA : Rs.....
EARNED LEAVE AT HIS CREDIT :days
E.L. Encashment period :
E.L. Encashment required :No. of days
Whether the Employee applied for leave and
refused by the Management : Yes / No
Employee availed Half Pay Leave during the year : Yes / No

Signature of the Employee
Date :

Forwarded by the H.O.D.