

DUNGSAM POLYMERS LIMITED
NGANGLAM, PEMAGATSHEL

LEAVE ENCASHMENT FORM

1. Name of the Applicant:.....
2. CID number:.....
3. Post Held:.....
4. Office/Section/Unit:.....
5. Basic Pay:.....

(Signature of Applicant)

Leave Details (to be filled by HR Division)

1. Type of Leave:- Earned Leave Encashment:.....
2. Earned Leave Balance:.....
3. No. of days EL Encased:.....
4. Earned Leave at credit after encashment:.....

Verified by;

Dy. Manger HRA