



MAHARASHTRA METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

APPLICATION FOR ENCASHMENT OF EARNED LEAVE
FOR THE CALENDAR YEAR-----

(TO BE SUBMITTED IN DUPLICATE)

1. Name of the Corporation Employee :
2. Employee No. :
3. Designation :
4. Rate of Pay + D.A. :
5. Office :

Please sanction me Earned Leave for ----- days. I have not availed of encashment facility during this year.

Signature of the employee
Designation & Office

Date:

Sanctioned subject to eligibility. The employee has been sanctioned ----- days
earned leave/ refused ----- days leave from ----- to ----- due to -----

Vide application attached.

Dated:

Signature & Designation
(Sanctioning Authority)

To HR Department

Applicant is having ----- days of encashable Earned Leave at his credit. He is
allowed to encash ----- days as requested. Necessary entry in this respect has been
made in the Leave Record.

Forwarded to Manager (Accounts) for arranging payment.

Date: -

Signature & Designation
(HR Department)