



**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)