

DUNGSAM CEMENT CORPORATION LIMITED
NGANGLAM, PEMAGATSEL

LEAVE ENCASHMENT FORM

1. Name of the Applicant:.....
2. CID No:.....
3. Post Held:.....
4. Office/Section:.....
5. Basic Pay.....
6. E.I.D No.....

(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 Encashed:
4. Earned Leave at credit after encashment:.....

Verified by:

HR Division