

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORPN. LTD.**

**APPLICATION FORM FOR ENCASHABLE OF LEAVE**

1. FILE NUMBER \_\_\_\_\_
2. NAME OF THE EMPLOYEE \_\_\_\_\_
3. FATHER'S NAME  
(IN BLOCK LETTERS) \_\_\_\_\_
4. POST HELD \_\_\_\_\_
5. DIVISION/SECTION \_\_\_\_\_
6. DATE OF APPOINTMENT  
TO PRESENT POST. \_\_\_\_\_
7. SCALE OF PAY \_\_\_\_\_
8. BASIC PAY AS ON DATE  
OF APPLICATION \_\_\_\_\_
9. PERIOD LEAVE INTENDED  
TO BE APPLIED \_\_\_\_\_

SIGNATURE OF EMPLOYEE \_\_\_\_\_

DESIGNATION \_\_\_\_\_

DATE \_\_\_\_\_

**RECOMMENDATION OF THE HELD OF THE DIVISION**

SIGNATURE OF THE OFFICER : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

DATE : \_\_\_\_\_