

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORPN. LTD.
APPLICATION FORM FOR ENCASHMENT 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/LEVEL OF PAY _____
8. BASIC PAY AS ON DATE
OF APPLICATION _____
9. PERIOD OF LEAVE INTENDED
TO BE APPLIED _____
10. BANK ACCOUNT NUMBER _____
11. IFSC Code &
BRANCH ADDRESS _____

SIGNATURE OF EMPLOYEE _____
DESIGNATION _____
DATE _____

RECOMMENDATION OF THE HEAD OF THE DIVISION
SIGNATURE OF THE OFFICER : _____
DESIGNATION : _____
DATE : _____