



UGEN TRADING HOUSE

Date:

LEAVE ENCASHMENT FORM

Name of the Employee:

Designation:

I.D. Card No:

Basic Salary at the time of application:

Financial/Block year:

Office attached with:

(Signature of the application)

This part to be checked and verified by the HR Section;

It is certified that above applicant has days of Earned Leave available on his/her credit as on

Encashment: Recommended/Not recommended

Name & Signature of Dealing Official.