

Haryand Power Generation Corporation Limited
(Haryana Govt. GAZ. SEPT. 20,2016 (BHDR.29 1938 SAKA))

Application for Leave Encashment after retirement on superannuation of Shri/Smt.

1.	Name & Designation	
2.	Pay Scale and Pay	
3.	Department: (i) Office: (ii) Branch	
4.	Date of Birth & Date of Retirement	
5.	Kind of Leave	
6.	Rule applicable	
7.	Period of leave applied for or extension of leave	
8.	Sunday (s) and holiday (s) proposed to be (i) Prefixed: (ii) Suffixed:	
9.	Purpose of leave / extension of leave	
10.	Last Leave availed (i) Period of Leave (ii) Kind of Leave	
11.	Address, Contact No. and email ID during the leave period	

Signature of applicant

(with date)

Remarks and / or recommendations of the officer-in-charge.

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Signature of Officer-in-charge

(with date)

Designation-----