

LEAVE ENCASHMENT

The Chief Manager (HR)
State Bank of India
Zonal Office,
Kolkata

ZONAL OFFICE, KOLKATA

DATED :

Dear Sir,

I shall be glad if you will please arrange to encash _____ ordinary leave on my account and debit my leave account accordingly.

In this connection, I shall avail Leave Fare Concession availing _____ days Ordinary Leave with effect from _____ to _____.

As I am availing of Leave Fare Concession alongwith leave encashment, Income Tax may please be deducted at source.

Yours faithfully,

LEAVE RECORDS

Privilege Leave due _____
As on _____
Privilege Leave taken Encashment _____
Balance Due _____

P. F. No.
Full Name :
(in block letters)
Designation :
Deptt. / Sec.
Account No. :
.....

SIGNATURE

NOTED IN THE SERVICE SHEET

For Office use only
Salary & Allowances

Signature of Departmental Head

Seal

Basic Pay	Rs.
Special Pay	Rs.
Special Balancing Allowance	Rs.
Education Allowance	Rs.
Fixed Per. Allowance	Rs.
Conveyance Allow	Rs.
House Rent Allowance	Rs.
C.C.A.	Rs.
S.C.A.	Rs.
Washing Allowance	Rs.
D.A.	Rs. _____
Total	Rs. _____
Less : Income Tax	Rs. _____
Net Amount	Rs. _____

Office-in-Charge
HRMS, SBI, ZO, Kolkata

Sanctioned for payment of Rs. (Rupees
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State Bank of India
Zonal Office, Kolkata
Date :

Chief Manager (HR)

Enclosure : Salary Slip