**Sanction of Leave Encashment**

Sanction is here by accorded vide Haryana Govt. Finance Deptt. Circular letter  
No. 11/5/78- FRII Dt. 13.12.1978 as Modified from time to time under rule 8.122 (5) of  
Punjab Civil Services Rules, Volume 1 Part 1

For withdrawal of Rs. …………………………………..(In words……………………………………..…….) on account of payment of………………………………Days earned leave payable to

Sh. ………………………………. designation ……………………………………………….

Official address……………………………………….. Tehsil………………………………Distt.

……………………………………..retired on…………………………………

It is further certified that …………………………… days earned Leave s are due as per balance in his/her service book.

The expenditure will be debited under Major Head (Salary Head of Account)

**Sub Divisional Officer  
Animal Husbandry & Dairying  
………………………………………………….**

No………………………………. Dated……………………….

A copy forwarded to the following for information and necessary action please.

1. AG Haryana Chandigarh

2. ATO ………………………………….

3. Bill clerk (office)

4. Pension file