

Sanction of Leave Encashment

Sanction is here by accorded vide Haryana Govt. Finance Deptt. Circular letter No. 11/5/78- FR II 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

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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