



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of HRD, Govt. of India

Certificate and Recommendation for Leave Encashment
of Contractual / Project Employees

Date:

R & D Project No.																				
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Details of Balance Leave:

1.	Name of the Employee	
2.	P F No & Designation	
3.	Department	
4.	Number of Annual Leave Balance (As per department record)	
5.	Date of Expiry of the term	
6.	Bank A/c No.	

<i>Signature of the Employee</i>	<i>A.L. in balance is recommended for encashment</i>
	<i>PI/Dept. Coordinator</i>

For the use of R&D office only:

Name:	A.L. Balance as per R&D Record	Basic Pay	Encashment Amount Payable

Dealing Assistant	Supdt. R&D	DR R&D	CORD
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For the use of F&A office only:

Passed for an Amount of `:	(In words)		
Dealing Assistant / Supdt.	AR(F&A)	Internal Audit Officer	AR(F&A)/FO