

To

The Zonal Personnel Incharge
Personnel Department
Visakhapatnam Steel Plant
Visakhapatnam-530031

Sub : Encashment of Earned Leave/Half Pay Leave on retirement/voluntary retirement

I will be retiring from the services of Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant on _____. In this connection, I may be permitted to encash Earned Leave and Half Pay Leave standing to my credit as on _____. I am enclosing herewith copies of pay slip for the month of _____, as per which I have the following leave balances to my credit as on _____.

- a) Earned Leave _____ days
- b) HPL _____ days

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Yours faithfully

Signature of the employee

Name :
Designation :
Emp. No. :
Department. :

