

Date: _____

The Registrar
JamiaMillialIslamia,
New Delhi 110025

Subject: **ENCASHMENT OF UNUTILISED EARNED LEAVE**

Sir,

My husband / wife Late Mr./ Mrs. _____ expired on _____ . I request you to kindly allow me to encashed unutilised Earned Leave at my credit on the date of expiry.

Yours faithfully

Signature: _____

Full Name: _____

W/O / H/O Late Mr./ Mrs.: _____

Department: _____

Date: _____

(FOR OFFICE USE ONLY)

It is certified that as per records maintained in this office, _____ / _____ days unutilized Earned Leave & HPL are lying at the credit of Mr. / Ms. _____ on the date of his / her expiree.

Dealing Assistant (Leave)

Section Officer