

**E.L'S & H.P.L'S ENCAHSMENT ARREARS STATEMENT DUE TO RETIREMENT / DEATH CASES**  
 in respect of Sri / Smt. \_\_\_\_\_

Date of Joining Service: \_\_\_\_\_ Date of Retired/Death: \_\_\_\_\_

**TOTAL SERVICE UPTO RETIREMENT / DEATH**

Date of Retirement: \_\_\_ D \_\_\_ M \_\_\_ Year      \_\_\_ Years \_\_\_ Months \_\_\_ Days

Date of Joining : \_\_\_ D \_\_\_ M \_\_\_ Year      ( \_\_\_ Months & \_\_\_ Days)

TOTAL SERVICE : \_\_\_ D \_\_\_ M \_\_\_ Years      Total Days: \_\_\_\_\_

Upto Bifurcation i.e., 01/06/2014 Service

01D / 06M / 2014Y

Date of Joining \_\_\_ D / \_\_\_ M / \_\_\_ Y

SERVICE: \_\_\_ D / \_\_\_ M / \_\_\_ y

( \_\_\_ Months & \_\_\_ Days) Total Days: \_\_\_\_\_

After Bifurcation i.e., 02/06/2014

Date of Retd./Death: \_\_\_ D / \_\_\_ M / \_\_\_ Y

02D / 06M / 2014 Y

SERVICE: \_\_\_ D / \_\_\_ M / \_\_\_ y

( \_\_\_ Months & \_\_\_ Days) Total Days: \_\_\_\_\_

**ABSTRACT OF SERVICE PARTICULARS**

From \_\_\_\_\_ To 01/06/2014: \_\_\_ Y \_\_\_ M \_\_\_ D ( \_\_\_ M & \_\_\_ D): \_\_\_\_\_ Days

From 02/06/2014 To \_\_\_\_\_: \_\_\_ Y \_\_\_ M \_\_\_ D ( \_\_\_ M & \_\_\_ D): \_\_\_\_\_ Days

From \_\_\_\_\_ To \_\_\_\_\_: \_\_\_ Y \_\_\_ M \_\_\_ D ( \_\_\_ M & \_\_\_ D): \_\_\_\_\_ Days

**E.L'S & HPL'S BALANCE PARTICULARS UPTO RETIRED / DEATH**

Particulars	Total	Eligible of Encashment	Remarks
No. of E.L's Balance as on _____	_____	_____	_____
No. of H.P.L's Balance as on _____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

**LAST PAY DRAWN PARTICULARS AS ON RITERED / DEATH**

Basic Pay: Rs. \_\_\_\_\_ D.A@ ( \_\_\_\_\_ %): Rs. \_\_\_\_\_ PP Rs. \_\_\_\_\_  
 HRA @ ( \_\_\_\_\_ %): Rs. \_\_\_\_\_ Others \_\_\_\_\_ GRAND TOTAL :Rs. \_\_\_\_\_/-

**1. EARNED LEAVE AMOUNT CLAIMED**

Period	Pay	+	PP	+	DA	+	HRA	=	TOTAL
___ Days ( ___ M)	_____	+	_____	+	_____	+	_____	=	_____
___ Days	_____	+	_____	+	_____	+	_____	=	_____
___ Days TOTAL	_____	+	_____	+	_____	+	_____	=	_____

**2. HALF PAY LEAVE AMOUNT CLAIMED**

Period	Pay	+	DA	=	TOTAL
___ Days ( ___ M)	_____	+	_____	=	_____
___ Days	_____	+	_____	=	_____
___ Days TOTAL	_____	+	_____	=	_____

**ABSTRACT**

EL AMOUNT Rs. \_\_\_\_\_

HPL AMOUNT RS. \_\_\_\_\_

TOTAL RS. \_\_\_\_\_

**\*\*BILLS CLAIMED PARTICULARS** (Vide Memo No.196330-C/86/A2/HRM.V/2016 Fin.Deptt. Dt.17-10-2016)

First Bill (AP&TS 2071-01-115-00-14-002) – Upto Bifurcation ( \_\_\_\_\_ Days) Rs. \_\_\_\_\_

Second Bill (AP 2071-01-115-00-24-002) – After Bifurcation ( \_\_\_\_\_ Days) Rs. \_\_\_\_\_

\* Treasury ID: \_\_\_\_\_ TOTAL ( \_\_\_\_\_ Days) Rs. \_\_\_\_\_

\* CFMS ID: \_\_\_\_\_