

Date:

To  
AGM (Personnel)  
Eastern Refinery Limited  
Chittagong.

**Subject: Encashment of Compensatory Leave**  
(Through Proper Channel)

Dear Sir,

Please arrange to en-cash the following extra duties for the period of 1<sup>st</sup> January, 2022 to 31<sup>st</sup> December, 2022 at your earliest convenient.

S.L.	Month of 2022	(1) Govt. Holiday	(2) Transport Disruption	(3) Hartal	(4) Weekly Holiday/ Shift Rest day	(5) Overstay	Total
01	January						
02	February						
03	March						
04	April						
05	May						
06	June						
07	July						
08	August						
09	September						
10	October						
11	November						
12	December						
<b>GRAND TOTAL:</b>							

**\*\*Shift personnel fill up only column no. (4) & (5) only.**

Thanks.

Yours Faithfully,

Signature :

Name & Designation:

Group (If in Shift):

<b>Forwarded by:</b>	<b>Approved by:</b>
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**JANUARY - DECEMBER**

**SL:**

**ELIGIBLE DAYS:**

\_\_\_\_\_  
**Dealing Staff**

\_\_\_\_\_  
**AM (Pers.)**

\_\_\_\_\_  
**Manager (Personnel)**