APPLICATION FOR ENCASHMENT OF LEAVE ON AVERAGE PAY (LAP)

WHILE IN SERVICE UNDER RULE 540-A OF INDIAN RAILWAY ESTABLISHMENT CODE,VOL-I
(Authority:Ministry of Railway's Lr.No.F(E)III/2008/LE-1/1 dated 29.10.2008
CPO/SC's Establishment Serial Circular No.153/2008)

1	Name of the Employee	
2	P.F/NPS No.	
3	Bill Unit No.	
4	Designation and Station	
5	Department	
6	Date of Birth	
7	Date of Appointment	
8	Date of Superannuation	
9	Level	Pay in Level
10	No of days LAP available at credit	LAP Days OS/SR&Leave
11	No. of days of LAP proposed to encash	
12	No. of days of LAP so far encashed	
13	Date of last encashment of LAP	
14	Type and quantum of leave i.e., LAP/CL/LHAP proposed to avail;	From : To:
15	Details of Privilege Pass/PTO* (Xerox copy enclosed)	Pass/PTO No / Date

I _____ do hereby declare that the particulars furnished above are true.

Date: Signature of the Employee

Forwarded for necessary action please.

Signature of the supervisory official

Signature of Leave sanctioning authority

*Railway servants who are directly engaged in running of trains viz. all the running staff including Loco Pilots, Assistant Loco Pilots, Motormen, Shunters, Guards etc. and Station Masters/Assistant Station Masters are exempted from the requirement of availing of passes and equal duration of LAP for availing the benefit of encashment of 10 days of LAP

(Authority: Board's lr No. F(E)III/2008/LE-1/1 dated 12.12.08 – RBE No.196/08 – SCR/SC No.200/08)