

**APPLICATION FOR ENCASHMENT OF LEAVE ON AVERAGE PAY (LAP) WHILE
IN SERVICE UNDER RULE 540-a OF IREC - VOL.1.**

(Authority: Ministry of Railway's letter No. F(E)III/2008/LE-1/1 dated 29/10/2008)

1. Name of the employee (in Block letters) : _____
2. PF No. : _____
3. Bill Unit No. : _____
4. Designation and Station : _____
5. Department : _____
6. Date of Birth : _____
7. Date of appointment : _____
8. Date of Superannuation : _____
9. Pay : _____
- | Basic Pay | Level |
|-----------|-------|
| | |
10. No. of LAP Available at Credit : _____
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. Details of Privilege Pass availed (at the time encashment period)
- | Pass No | Date |
|---------|------|
| | |
15. No. of LAP availed/proposed to avail (at the time of encashment period) : _____ Days. From _____ To _____

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

Date: _____
Forwarded for necessary action please.

Signature of the Employee

Signature of the Supervisory Official.