

SOUTHERN RAILWAY

APPLICATION FOR ENCASHMENT OF LEAVE ON AVERAGE PAY (LAP) WHILE IN SERVICE UNDER RULE 540-A OF INDIAN RAILWAY ESTABLISHMENT CODE, VO'..I

(Authority: Ministry of Railways' letter No.F(E)II/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

Pay Band Pay	Grade Pay
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 of 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:

Signature of the Employee

Forwarded for necessary action please.

Signature of the Supervisory Official

ES/PLP