

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

Authority Ministry of Railways letter No. F(E) III/2008/LE-1/1 dated 29-10-2008

1. Name of the employee (in Block letters) :
2. P.F No / Bill Unit No :
3. Designation / Station :
4. Department :
5. Date of Birth :
6. Date of Appointment :
7. Date of Superannuation :
8. Pay : Pay Band Pay Grade
Pay
9. No. of LAP available at Credit :
10. No. of Days of LAP Proposed to encase :
11. No. of Days of last encashment of LAP :
12. Date of last encashment of LAP :
13. Details of Privilege Pass availed : Pass No. dt.
14. No. of LAP availed / proposed to avail : 10 days From To
.....
(at the time of encashment period)

I do hereby declare that the particulars furnished above are correct.

Date :

Place :

Signature of the employee

File No.

Date :

Forwarded to

for necessary action please.
