

East Central Railway

Sub: APPLICATION FOR ENCASHMENT OF LAP

Ref: Rly. Bd's L.No. (E)III/2008/LE-1/dated 29.10.2008 , 12.12.2008 & 02.02.2011

Kindly permit to take LAP encashment for 10 days. The details are as under:

1. Name of the Officer/Employee :
2. Name of Post :
3. P.F.Number :
4. Date of Appointment :
5. Name of the Office :
6. Name of Deptt./Section :
7. Present Pay :
8. Pay Scale :
9. Present Grade Pay :
10. Present DA (%) :
11. Sanctioned LAP/CL leave :
12. Balance LAP (Approx) :

I hereby declare that I have received 2nd Class "A"/1st Class Pass/PTO no.....
..... this is my time 10 days leave encashment.

Place:

Date:

Signature of
officer/Employee

Name:

Designation

B.U. No.

