

**APPLICATION FOR ENCASHMENT OF LEAVE ON AVERAGE PAY (LAP ) WHILE IN SERVICE.**

*(Authority Ministry of Railways letter No F(E) III/2008/LE-1/I 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 encash	:	
11.	No. of days encashment of LAP	:	
12.	Date of last encashment of LAP	:	
13.	Details of Privilege pass availed	:	
14.	No. of LAP availed/proposed to avail(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.

\_\_\_\_\_