

SOUTHERN RAILWAY

Application for Encashment of Leave on average Pay (LAP) while in service
under Rule 540-A of Indian Railway Establishment Code Vol.I

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

1	Name (In Block letters)	
2	PF No.	
3	Bill Unit No.	
4	Designation & Station	
5	Department	
6	Date of Birth	
7	Date of Appointment	
8	Date of Superannuation	
9	Pay	
10	No.of LAP available at credit	
11	No.of days LAP propose 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)	
15	Details of Leave availed/proposed to avail (At the time of encashment period)	

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

Date:

Place:

Signature of the employee

Forwarded for necessary action please.

Signature of the Supervisory Official