

N.F. RAILWAY

Application for encashment of LAP

- 1. Name \_\_\_\_\_
- 2. Designation \_\_\_\_\_
- 3. PF No. \_\_\_\_\_
- 4. No. of days of LAP applied for and Date from which required \_\_\_\_\_
- 5. No. of days of LAP for which Encashment is required \_\_\_\_\_
- 6. No. of LAP encashed till date And date of last encashment \_\_\_\_\_
- 7. pay in the pay band + Grade Pay (a) pay in the pay band \_\_\_\_\_  
(b) Grade Pay \_\_\_\_\_
- 8. Purpose for which LAP is required \_\_\_\_\_
- 9. Privilege pass No. \_\_\_\_\_
- 10. Address while on leave \_\_\_\_\_

It is certified that I have not availed the facility of encashment of leave during the period of last two years. It is also certified that I will avail/I have availed (strike out which is not applicable) the facility of Railway pass during the above leave period. In case of cancellation of journey I undertake the responsibility to refund the above leave salary.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Certified that Privilege Pass No. .... dated ..... has been issued in favour of Shri/Smt. .... Designation. .... under ..... against leave encashment application.

Signature & seal of the Pass issuing authority.