

**Office of the Principal Director of Audit  
East Coast Railway  
Bhubaneswar.**

**PROFORMA OF APPLICATION FOR LEAVE ENCASHMENT**

(Authority Railway Board's ltr. No. F(E) III/2008/CE-I/I (RBE No. 161/2008) dt. 29.10.08 circulated under ECOR's No. PC-41/2008 and DOPT's OM No. 14028/3/2008-Estt.(L) dtd. 25.09.2008)

In terms of Para 540 (A) (ACS-107), Indian Railway Establishment Code, Volume -1, I hereby apply for encashment of Ten Days Leave on Average Pay.

I also hereby intimate that I have availed Privilege Pass bearing No.....  
Dtd.....and .....days leave on Average Pay/Casual Leave form .....To  
.....has been sanctioned by the Competent Authority.

I further undertake that the balance of 30 days of leave on Average Pay will be available in my Leave Account after debiting Leave encashment period as well as Leave.

Accordingly, Leave Encashment may be paid to me for the ..... time (Mention the no. of encashment like 1<sup>st</sup> or 2<sup>nd</sup> etc.)

Place.....

Date.....

Signature.....

Name.....

Desig.....

Station.....

Supervisor in charge  
(with seal of office)

Forwarded to:

.....(BCO)

(Signature of Gaz Officer)

Certified that the above information have been verified from the records and found correct.

Bill Compiling Officer  
(with Seal)