

PROFORMA FOR ENCASHMENT OF 10 DAYS LAP IN TERMS OF RLY BOARD L NO. F (E)III/2008/LE-1 DATED-29.10.2008

1	NAME OF THE EMPLOYEE (BLOCK LETTER)	
2	DESIGNATION	
3	TOTAL BASIC PAY (PAY+GRADE PAY)	
4	DETAILS OF PRIVILEGE PASS	a) PASS/P.T.O. NO & DATE b) VALID UP TO c) STATION FROM TO
5	PERIOD OF LAP APPLIED FOR	FROM TO
6	BALANCE LAP (Subject to the credit of employee after taking in to account the period of encashment as well as leave availed of) (Minimum 30 days balance is required)	
7	Total leave so encashed during the service (Total 60 days can be encashed during the entire career)	
8	Date of last encashment (Successive encashment can be made after a minimum pd. of two year)	
9	No. of LAP/CL/CCL to be encashed (10 days LAP can be encashed at a time)	
10	Whether leave for encashment is sanctioned. If sanctioned, photo copy of the same may please be attached	
	DATE	Signature of the applicant
	Forwarded by SSO/Supdt.	
	Signature of the Branch officer/ controlling officer	
Formula for calculation of amount of encashment of LAP		
Cash Equivalent =	pay in the respective pay band plus on grade Pay admissible on the date of the availing of Railway pass plus dearness allowance admissible on the date. <hr style="width: 50%; margin-left: 0;"/> 30	X Number of days of leave average pay subject to maximum 10 days at one time
Note:	It is desirable that employees should submit their application at least 15 days in advance.	