

C.L.W /CHITTARANJAN

PROFORMA OF APPLICATION LEAVE ENCASHMENT

Authority : Railway Board,s L.No.F(E) III/2008/LE- I/1(RBE No.161/2008, dt. 29.10.2008 and 03.12.2008 (RBE No. 194/2008) circulated under CPO's Sl. No. 92/2008 & 111/2008 & Rly. Board's L/No. F(E)III/2008/LE-I/I dt. 11.06.2009 (RBE No.104/2009).

1. In terms of para 540(A) (ACS-107), Indian Railway Establishment Code, Vol-1, I hereby apply for encashment of 10 (Ten) days Leave on Average Pay.
2. I also hereby intimate that I have availed Privilege Pass /PTO bearing no.....Dtdandday/days C.L./ Leave on average Pay fromtohas been sanction by competent authority.
3. I further undertake that the balance of 30 (Thirty) days of Leave on Average Pay is available in my Leave Account after taking into account the period of encashment as well as leave availed of.
4. Accordingly, Leave Encashment may be paid to me for thetime (mention the number of encashment like 1st or 2nd, etc.)

I do hereby declare that the above information furnished by me are true to the best of my knowledge. Necessary Passes/PTOs have already been availed by me which is under my custody as a preserved documents. Necessary action may be taken against me if the above information is found wrong in future.

Place : -----

Date : -----

Signature

Name :

Designation :.....

Station :

B.U.No :

Cont. no:

Mobile No:.....

Supervisor- in- charge

(With Seal of office)

Forwarded to:

----- (Design. Of Estt. Officer)

(Signature of Gazetted officer)

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

Bill Computing Officer
(With Seal)