

Date:-

To,

DRM(P)SUR

(Through proper channel)

Sub: - Encashment of LAP.

Ref: - Railway Board's letter No. F(E)III/2008/LE-1/1 dated 29.10.2007.

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Respected Sir,

With reference to the above letter, I wish to en-cash my \_\_\_\_\_ days LAP. I have been sanctioned \_\_\_\_\_ days LAP w.e.f. \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ days by the competent authority (Xerox copy of leave application enclosed).

I have also availed privilege pass (No. \_\_\_\_\_ dated \_\_\_\_\_ (Xerox copy enclosed). After encashing and availing the above period of LAP I will have \_\_\_\_\_ days leave balance in my account.

You are requested to kindly sanction and pay me the leave encashment amount as per existing rules. Thanking you in anticipation.

Place: \_\_\_\_\_

Date:- \_\_\_\_\_

Yours Faithfully,

Signature :

Full Name:

Designation:

PF No.

Basic Pay:

Level:

Bill Unit No.

Office:

No. \_\_\_\_\_ dated \_\_\_\_\_

Forwarded to DRM(P)SUR :- For further necessary action please