

EAST COAST RAILWAY

PROFORMA OF APPLICATION FOR LEAVE ENCASHMENT

(Authority: Railway Board's Lr. No.F(E)III/2008/CE-I/I (RBE No.161/2008),dt-29.10.08, circulated under ECoR's No.PC-41/2008)

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

I also hereby Intimate that I have availed Privilage Pass / PTO bearing No. _____ dtd. _____ and _____ days Leave on Average Pay from _____ to _____ has been sanctioned by 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 1st or 2nd etc.)

Signature:

Place: _____

Date: _____

Name :

Design. :

Station :

Emp.No.:

Supervisor in charge

Forwarded to

_____ (BCO)

(Sign. Of Gaz. Officer with seal)

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

Bill Compiling Officer
(with seal)