

Rail Coach Factory

Raebareli

Application for Leave Encashment

- 1 Name
- 2 Designation & Department
- 3 Employee No.
- 4 Bill Unit
- 5 Period & Nature of Leave applied for
From To
- 6 Number of days for which Encashment is required
- 7 No. of Leave Encashed till date & Date of last Encashment
- 8 Basic Pay on date of (a) Pay in Pay Band
availing Rly. Pass/PTO (b) Grade Pay (c) Total B.P.
- 9 Purpose for which Leave is required
- 10 Privilege Pass/PTO No. & date of validity
- 11 Address while on leave

It is certified that I have not availed the facility of encashment of leave during the current block* of two years. It is also certified that I will avail/ I have availed (strike out which is not applicable) the facility of Railway Pass/PTO during the above leave period. In case of cancellation of journey I undertake the responsibility to refund the above leave salary.
*Two Year's blocks-(1.9.8-1.9.10), (1.9.10-1.9.12), (1.9.12-1.9.14),(1.9.14-1.9.16) & so on.

Date Signature

Name

Designation

Mobile No.....

Remarks & Signature with Designation of Leave Sanctioning Authority

Dy.CPO