

LEAVE ENCASHMENT APPLICATION

DATE: ___/___/20___.

To,
The DRM (E) _____.
CWM-_____
_____.

Sub: Request for Leave Encashment
Ref: Your letter No.E/PC/676/6th PC/1 dated 20.11.08 (P.S/No.154/2008)

Respected Sir,

In reference to the above, you are requested to consider the payment of Leave Encashment of _____ / 10 days LAP at the earliest.

As per laid down policy norms in above reference. I have obtained the privilege pass No..... dated As well as I have been granted / applied for 10 days LAP From To
Prefixing..... Suffixing

(Minimum 01 days leave of any type to be applied to avail in addition to leave encashment leave-excluding Running staff)

Copies of the same are enclosed for ready reference please.

My requisite particulars are as under:

1	NAME	
2	DESIGNATION	
3	T.No.	
4	SHOP/STATION	
5	RATE OF PAY	
6	DA	
7	PF /PRAN ACCOUNT NO	
8	BILL UNIT NO	
9	WORK PLACE	

Early consideration in the matter is extremely solicited please.

Thanking You,

Yours Faithfully,

Encl: AS above

Name & Signature of applicant : _____

Service By: Gen. Secy. J.R.Bhosale - Western Railway Employees' Union-Grant Road (East) Station building, Mumbai.

Help: Santosh Pawar 09724091002 & Vinod Manjrawala 09427534295