

General secretary,

IRCA- New Delhi.

Sir,

Sub:-Sanction of leave encashment of 10 days LAP

Kindly Sanction me 10 days encashment of LAP I have already been sanctioned LAP/CL I am availing for the encashment of leave.....time the requisite particulars are given below:-

1.	Name (in block letter)	
2.	Designation	
3.	Branch & Section	
4.	Leave(LAP/CL)	From to
5.	Privilege Pass/PTO No	Validity
6.	Basic Pay	
7.	Grade Pay	
8.	Provident Fund A/C No.	
9.	Bill Unit	
10.	In which block Previously Encashment taken	
	(i)01.09.08 and ending on 31.08.10	
	(ii) 01.09.10 and ending on 31.08.12	
	(iii) 01.09.12 and ending on 31.08.14	
	(iv) 01.09.14 and ending on 31.08.16	
	(v) 01.09.16 and ending on 31.08.18	Apply for 01.09.16 and ending on 31.08.18
11.	Documents required:-	
	a) Scanted Application from competent authority.	
	b) Photo Copy of Privilege Pass/PTO	

It is certified that the particular given are true and best of my knowledge.

Thanking you.

Yours faithfully

Date.....

(SIGNATURE)

Signature of the controlling Officer