

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata -700 001

No. E.637/0/Pt.V(Encashment of LAP)

Kolkata, Dated: 20/09/2021

AGM/CAO(Con)/PFA/SDGM/PCOM/PCME/PCEE
PCMM/PCSTE/PCE/PCMD/PCCM/PCSO

Divisional Railway Manager
HWH/SDAH/ASN/MLDT
Eastern Railway

Chief Works Manager
KPA/LLH/JMP
Eastern railway

CPO(Admn.)/CPO(IR)/CPO(G)/Dy.CPO(Gaz.)/Dy.CPO(NG)
SPO/HQ, SPO/RP, SPO(Rectt.)/APO/Con & APO/Ptg./Secretary to PCPO
E. Rly., Kolkata

**Sub: Encashment of Leave on Average Pay (LAP) while available
Pass/PTO - Clarification reg.**

The issue regarding the procedure to be followed for the purpose of grant of encashment of Leave on Average Pay (LAP) while available Pass/PTO has been engaging the attention of this office, especially after issuing of Passes/PTOs through e-Pass Module of HRMS.

The matter has been considered. It has been decided with the approval of the competent authority (PCPO) that officers/staff shall be permitted to encash leave on average pay upto 10 days at the time of availing of Pass/PTO under Rule 540-A/R-I, 1985 Edition, on the basis of self-declaration of the employee concerned to the effect that he/she has availed of the Pass or PTO, as the case may be.

All other terms and conditions issued from time to time on the subject remain unchanged.


(Pallavi Goswami)

Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer