

DOCUMENTS REQUIRED FOR LPR / ENCASHMENT OF OFFICIAL

S NO.	Documents	Remarks
1.	Application for grant 365 das LPR/ Encashment in lieu of LPR.	
2.	1 st 2 nd and last page of Services book) readable DOB &DOJ verified by DDO	
3.	Leave record verified by DDO	
4.	Certificate regarding 365 days LFP is due it has credit duly verified by Head of Office	

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S NO.	Documents	Remarks
1.	Application for grant 365 das LPR/ Encashment in lieu of LPR.	
2.	1 st 2 nd and last page of Services book) readable DOB & DOJ verified by DDO (If Non-Gazetted Period)	
3.	Leave Admissibility Certificate Issued by AGPR (For 16 and above)	
4.	Copy of CNIC	

DOCUMENTS REQUIRED FOR SANCTION OF ENCASHMENT OF OFFICER/ OFFICIAL

S NO.	Documents	Remarks
1.	Application for grant 365 das LPR/ Encashment in lieu of LPR.	
2.	Last Pay Certificate / Pay Slip verified by DDO	
3.	Certificate regarding not avail any type of leave during the period of encashment Verified by Head of Office.	
4.	Copy of encashment order	
5.	Availability of budget / Head of account must be mentioned in covering letter	