

SOUTHERN RAILWAY
Application for LAP / LHAP

1. Name of the employee :
2. Staff/ Ticket No. :
3. Designation, Office and Station :
4. Leave applied for : days, from to
5. Details of any prefixing/
suffixing holidays :
6. Reasons for applying for leave :
7. Address during absence :

(Phone No. if any) :

8. Signature of the employee : Signature Date
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9. Recommendation of the supervisor : Signature Date
- with signature and designation Designation
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(For office use only)

10. No. of days of leave at credit : as on

11. Signature of certifying official
with designation and office : Signature Date
- Designation
- Office
-

12. Orders of the sanctioning
authority : Signature Date
- Designation
-

13. balance leave at credit : as on

14. Certified that the leave account
of the employee has been
updated as on Signature Date
- Designation