

SOUTHERN RAILWAY
Application for L.A.P./L.H.A.P.

1. Name of the Employee :
2. Staff Ticket No/PF.No. :
3. Designation, Office and Station :
4. Leave applied for :days fromto.
5. Details of any prefixings/
Suffixings of holidays :
6. Reasons for applying for leave :
7. Address during absence :
- (Phone No. of any) :
8. Signature of the employee : Signature Date.....
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9. Recommendation of the supervisor : SignatureDate
- With signature and designation
Designation
-

(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 :
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12. Orders of the sanctioning authority: Signature: Date
- Designation
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13. Balance leave at credit : as on
14. Certified that the leave account of
the employee has been updated Signature:Date.....
as on
..... Designation:.....