

SOUTHERN RAILWAY

Application for **L. A. P. / L. H. A. P.**

- 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 of holidays : .....
- 6. Reasons for applying for leave : .....
- 7. Address during absence : .....
- (Phone No. if any) : .....
- 8. Signature of the employee : Signature: .....Date.....

- 9. Recommendation of the supervisor  
with signature and designation : Signature: .....Date.....
- 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:.....

- 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: .....