

**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 .....
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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 as on ..... Signature Date .....
- Designation .....

