

SOUTHERN RAILWAY
Application for L.A.P.

1. Name of the Employee :
2. Staff / Ticket No :
3. Designation, Office and Station :
4. Leave applied for :
5. Details of any prefixing/suffixing
Of holidays :
6. Reasons for applying for leave :
7. Address during absence :
(Phone No. if any)
7. Signature of the employee :

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8. Recommendation of the Supervisor : Signature.....Dt.....
With signature and designation
Designation.....

(For official use only)

9. No. of days of leave at credit : as on
10. Signature of certifying official
with designation and office : Signature: Date
Designation:.....
Office:.....

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11. Orders of the sanctioning authority:
Signature: Date.....
Designation:

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12. Balance leave at credit :

13. Certified that the leave account
of the employee has been updated as on: SignatureDate.....