

SOUTH WESTERN 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 from .....to. ....
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 : 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 Signature: .....Date.....  
as on  
..... Designation:.....