

FORM No. 13

APPLICATION FOR LEAVE

(See Rule 113, Part I)

Note.—Items 1 to 14 must be filled in by all applicants whether Gazetted or Non-Gazetted.

1. Name of the applicant ..
2. Date of birth ..
3. Post held ..
4. Department, Office and Section ..
5. Pay and scale of pay ..
6. Date of entry in service ..
7. Date of commencement of ..
continuous service
8. Address during leave ..
9. House rent allowance, conveyance ..
allowance or other compensatory
allowance drawn in the present post
10. Nature and period of leave applied ..
for and the date from which the
same is required
11. Holidays, if any, proposed to be ..
prefixed/suffixed to the said leave
12. Purpose for which the leave is ..
applied for
13. Date of return from last leave and the ..
nature and period of that leave

14. I undertake to refund the leave salary drawn during 'leave not due' which would not have been admissible had rule 85, Part I Kerala Service Rules not been applied in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Place :

Signature of applicant
(with date)

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15. Remarks or recommendation of the Controlling Officer.

Signature (with date)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
[By Accountant General (A & E) in the case of Gazetted Officers]

16. "Certified that (nature of
leave) for from to
is admissible under rule of Kerala Service Rules."

Signature (with date)
Designation

17. *Orders of the sanctioning authority :

Signature (with date)
Designation

*If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.