

FORM No.13
APPLICATION FOR LEAVE

(See Rule 113, Part I)

Note: Item 1 to 13 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
& 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 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 earn half pay leave not less than the amount of leave not due availed of by me

Place :

Signature of Applicant with date

15. Remarks and/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 the 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 another post carrying a similar allowance