

FORM No. 13
APPLICATION FOR LEAVE
(See Rule 113, Part 1)

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 :

25/1010/2017/2,00,000/S-3.

Signature of applicant
(with date).

[P.T.O.]

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.