

FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113. Part 1)

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non- Gezzeted

1. Name of 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. Whether the applicant has got confirmation in any post if so from which date and which post --
9. Address during the leave --
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post --
11. Nature and periods of leave applied for and date from which required --
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave --
13. Ground on which leave is applied for --
14. Date of return from last leave and the nature and period of that leave --
15. a) I undertake to refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave which would not have been admissible in the event of any retirement from service at the end of the currency of leave
b) I undertake to refund the leave salary during 'leave not due' which would not have been admissible 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

16. Place Signature of the applicant (with date) date

17. Remarks and/or recommendations of the controlling officer
Signature (with date) and designation

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the columns of this form and sign it the guardian of his appointed under the Indian Lunacy Act 1912 (Central Act IV of 1912) or any person authorized by the competent authority may fill in the column and sign application for and on behalf of the Government servant.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By accountant general in the case of Gezzeted officers)

18. Certified that.....(Nature of leave), For.....
from.....to.....Is admissible under rule.....of the Kerala Service rules.

Signature (with date) designation

19. Orders of the sanctioning authority:

Signature (with date) designation