

APPLICATION FOR LEAVE

(Rule 113, Part I)

(Note:-Items 1 to 16 must be filled in by all applicants whether
Gazetted or Non-Gazetted)

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 in which
post :
9. Address during leave :
10. House rent allowance,
Conveyance allowance or other
compensatory allowance
drawn in the present post:
11. Nature and period of leave
applied and date from which
required :
12. Sundays/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 nature and period of that
leave :
15. (a) I undertake to refund the difference between the leave salary
drawn during commuted and that admissible during half pay
leave which would not have been admissible in the event of my
retirement from service at the end of or during the currency of leave.
(b) I undertake to refund the leave salary drawn during 'leave not
due' which would not have been admissible had rule 85, Part I
,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.

16. Place:

Signature of applicant (with date)

[P.T.O]

17. Remarks and or recommendation of the controlling officer.

Signature (with date) and
designation.

Note:- In the case of a Government servant who is mentally unsound and or physically unable to fill in the columns of this form and sign it, the guardian of his appointment under the Indian Lunacy Act, 1912(Central Act IV of 1912) or any person authorised by the column and sign the application for and on behalf of the Government servant.

Certificate Regarding Admissibility of Leave
(By Account General in the case of Gazatted officers)

18. “Certified that
(Nature of leave) for
fromto..... is admissible under
Rule.....of Kerala Service Rules.”

Signature (with date)
Designation.

19. *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.