

APPLICATION FOR LEAVE

(Rule 113 Part I)

Note:- Items 1 to 9 must be filled in by all applicants whether
Gazetted or non-gazetted

1. Name of Applicant :
2. Post held :
3. Department, office and section :
4. Pay and Scale of Pay :
5. House Rent allowance, Conveyance Allowance or other Compensatory allowances, drawn in the present post)
6. Nature & period of leave applied for the date from which required)
7. Sunday and holidays, if any proposed to be prefixed/suffixed to leave)
8. Ground on which leave is applied for :
9. Date of return from last leave and the nature and period of that leave)
- 10.(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, had ruling No. 2 under rule 84 Part I, not been applied in the event of my retirement from service at the end 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.

Signature of applicant
(with date)

11. Remarks and/or recommendation of the Controlling Officer.

Signature (with date)
Designation.

(P.T.O.)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By Accountant General in the case of Gazetted Officers)

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

Signature (with date)
Designation.

13. *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.