

Form No 13
APPLICATION FOR LEAVE
(Rule 113, Part-1)

- 1 . Name of applicant :
2. Date of birth :
- 3 . Post held :
- 4 . Department,Office and section EDUCATION,
- 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 conveyance allowance or other compensatory allowance drawn in the present post HRA:
11. Nature and period of leave applied for and date from which required :
12. Sundays and holidays if any proposed to be prefixed and 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 my retirement from service at the end of or during 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 1 not been applied in the event of voluntary retirement of registration from service at any time until I earn half pay leave not less than the amount not due availed of be me.

16. Place Signature of applicant(with date)

17. Remarks and /or recommendation 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 in the Columns to 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 authority competent to grand the leave may fill in the column and sign application for and on behalf of the Government Servant.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

18: Certified that(Name of Leave) for From to is admissible under ruleof Kerala Service Rules ,

19. Orders of the sanctioning authority : Signature (with date)
Designation

Station :MARAkkARA

DATE :

HEAD MASTER

*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