

## APPLICATION FOR LEAVE

(Rule 113, Part I)

*Note:* Item 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 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 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 any 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)

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 appointed under the Indian Lunacy Act,1912 (Central Act IV of 1912) or any person authorised by the authority competent to grant the leave may fill in the column and sign the application for and on behalf of the Government servant.

**Certificate regarding admissibility of leave**

(By Accountant General in the case of Gazetted 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

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\*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.



