

APPLICATION FOR LEAVE

(Rule – 113, Part I- KSR)

Note: Items 1 to 16 must be filled in by all applicants

- 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 to service :
- 7 Date of commencement of continues service :
- 8 Whether the applicant has got confirmation in any post, if so from which date in 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 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 deference 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 KSR, not been applied in the event of my voluntary retirement or resignation from service at time Until I earn half pay leave not less that the amount of leave not due availed of by me.
- 16 Place: Manjeri

Signature of the 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 of this form and sign in the guardian of this appointed under the Indian Lunacy act, 1912 (Central act IV of 1912) or any person authorized 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

18 . Certified that (Nature of Leave) for days
from to is admissible under rule 84 of the Kerala Service Rules.
(Part I) with permission to be prefixed and suffixed
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Signature (with date) and Designation

19* Order of the sanctioning Authority

Signature (with date) and Designation

- If the applicant is eligible for 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