

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

Note:- Items 1 to 14 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. Address during leave :
9. House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post :
10. Nature and period of leave applied for and date from which required :
11. Holidays, if any, proposed to be prefixed/ suffixed to leave :
12. Purpose for which the leave is applied for
13. Date of return from last leave and the nature and the period of that leave :
14. 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

Place:

Signature of applicant (with date)

15. Remarks and/recommendation of the controlling officer

Signature (with date) and Designation

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

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

Signature (with date) and Designation

17. Orders of the sanctioning authority

Signature (with date) and Designation