

APPLICATION FOR LEAVE

Note : Items 1 to 16 must be filled by all applicants whether Gazetted or non-Gazetted

1. Name :
2. Date of Birth :
3. Post held :
4. Department Office and Selection :
5. Pay and Scale of pay :
6. Date of entry in service :
7. Date of commencement of service :
8. Whether the applicant has got confirmation in any post, If so from which date and 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 the 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 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 84 part I not been applied in the event of my voluntary retirement or resignation from service at any time until earn half pay leave not less than the amount of leave not due availed of by me.
16. Place : Signature of Applicant (with date)
17. Remarks and/or recommendation of the controlling officer Signature (with date) Designation

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)

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 another post carrying a similar allowance.

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 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.