

**FORM No.13**  
**APPLICATION FOR LEAVE**

( Rule 113, Part I)

Note: - Items 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 : **Technical Education,**  
**Govt. Polytechnic College Punalur**  
5. Pay and scale of pay : **Rs.**  
6. Date of entry in to 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 : **Commuted leave**  
from which required  
12. Holidays,if any proposed to be prefixed/suffixed : Prefixed :  
to the said leave : Suffixed :  
13. Purpose which leave is applied for : **Home affairs**  
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 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 or Recommendation of the Controlling Officer. :

Signature (with date)  
Designation.

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**  
(By Accountant General(A&E) 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. Order 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 to another post carrying a similar allowance.