

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

1. Name of applicant :
2. Date of birth :
3. Post held :
4. Department, Office & section :
5. Pay & 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 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 my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave due availed for by me.
16. Place : Trivandrum 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.....as admissible under rule.....of  
the Kerala Service Rules.

Signature (with date)  
Designation:

19. Orders of the Sanctioning Authority :

Signature (with date)  
Designation: