

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

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 :
5. Pay and 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 of or during the course of leave
15. (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 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) and designation

Note:- In the case of a 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 columns and sign the application for and on behalf of the Government servant.

**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) and Designation

19 **Orders of the sanctioning authority**

Signature (with date) and 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.

APPLICATION FOR ISSUE OF NO OBJECTION CERTIFICATE

1. Name of applicant :
2. Date of Birth :
3. Designation with Department :
 - (a) Pay and scale of pay :
 - (b) Whether Substantive / Officiating :
4. Date of commencement of continuous service :
5. Place proposed to visit :
6. Period of absence from duty :
7. Purpose of visit :
8. Address & Place of Visit :
9. Present Home Address :
10. Now the period of absence is to be considered and period of leave required for :
11. Eligibility for the leave applied for :
12. How the expenditure will be met while you are in abroad :
13. Declaration acceptance of job while you are in abroad :

Signature of Applicant

PROFORMA REPORT

1. Whether any liabilities are pending /
outstanding against the applicant :
2. Whether any service disciplinary
proceedings pending against the applicant :
3. Whether any Crime /Vigilance cases
are pending against the applicant :
4. Recommendation of the Head of Unit :

Place:

Date:

Head of Office

**PROFORMA TO BE APPENDED WHEN PROPOSALS FOR SANCTION OF
THE LEAVE WITHOUT ALLOWANCE IS FORWARDED TO
GOVERNMENT**

1. Name and designation of the applicant :
2. Institution in which the applicant is working :
3. Date from which leave is required :
4. Duration of leave :
5. Purpose of leave applied for :
6. Whether the appointment of the applicant is regular :
7. Total period of regular service put in by the applicant in the Dept. on the date of application and the date from which his continuous service begins in the Dept. :
8. Whether there is any disciplinary action pending :
9. Whether there is any bonded obligation or contract obligation :
10. Whether there is any liability outstanding :
11. Whether the applicant has been sanctioned Leave for the same purpose earlier, and if so, to furnish the details thereof :
12. Whether applicant has been sanctioned LWA earlier for any other purpose :
13. Whether any relaxation of rule is necessary to sanction the leave :
14. Whether you are convinced that suitable substitutes are easily available and if so whether a live list of candidates for appointment is available with P.S.C. :
15. Whether leave is recommended or not :
16. The leave address of the applicant in India :
17. Any other relevant point to be brought to the notice of Government

Head of the Department

DECLARATION

I

.....

do hereby declare that I shall abide by the conditions stipulated in GO. (P) No. 274/70/Fin dated 29-04-1970 in case the leave applied for is sanctioned.

Place:
Date:

Name:
Designation:

Countersigned

CERTIFICATE

I certify that no disciplinary action/Vigilance case is pending against.....

..... and

he/She has not any bonded obligation in serving the Government

Place:
Date:

Signature:
Designation of the
Head of Institution:

(Seal)

DECLARATION

(Appendices – XII A, XII B & XII C of Kerala Service Rules)

An application for Leave Without Allowances (L.W.A) for a period of
years with effect from
is being submitted by me.

In this connection I, hereby declares as follows:

- (1) I hereby express my consent to lose all service benefits such as earning of leave including Half Pay Leave, Pension, Gratuity, Increment and also lose seniority in the Higher Grade / Grade with reference to my juniors who might get promoted to such grade / grades before I rejoin duty.
- (2) I have not completed the probation in my entry cadre.
I am prepared to start a fresh in the said cadre and complete my probation on rejoining duty and I am prepared to forfeit the service benefits that had accrued to me before proceeding on leave and on rejoining duty, I may be deemed as a new entrant in Government service.
- (3) I have completed the probation in my entry cadre.
- (4) I am not under bonded obligation to serve the Government
- (5) There is no outstanding liability to Government such as House Building Advance, conveyance advance etc. against me.
- (6) No disciplinary action or vigilance enquiry is pending against me.

Place:
Date:

Signature:
Name:

DECLARATION

I

hereby declare that I am willing to abide by the conditions stipulated in Appendix XII A, XII B, XII C of Kerala Service Rules

Place :
Date:

Signature :
Name :
Designation :

Office :