

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

(See Rule 113, Part I)

Note: Item 1 to 13 must be filled in by all applicants whether Gazetted or non-Gazetted

1. Name of the 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 the same is required :
11. Holidays, if any, proposed to be prefixed / suffixed to the said 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 not have been admissible had Rule 85, Pat I Kerala Service Rules not been applied in the event of my voluntary retirement or registration from service at any time until 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 / or recommendation of the Controlling Officer

*Signature (with date)*  
*Designation*

SUKUMAR

## **CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

By Accountant General (A& E) 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)*

*Designation*

17. \* Orders of the Sanctioning Authority

*Signature (with date)*

*Designation*

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\* 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.

## 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  
continous 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 con-  
sidered 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 :

SUKUMAR

*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 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 :

# DECLARATION

I .....

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

Place:

Name:

Date:

Designation:

Countersigned

# CERTIFICATE

Certificate that no disciplinary action / Vigilance case is pending against.....

..... and he has not any bonded obligation is serving the Government

Place:

Signature:

Date:

Designation of the  
Head of Institution:

SUKUMAR

(Seal)

## DECLARATION

### (Appendices - XIIA, XIIB & XIIC 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 proceedings on leave and on rejoining duty, I may be deemed as anew 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:

Signature:

Date:

Name:

## DECLARATION

I ..... hereby declare that I am willing to abide by the conditions stipulated in Appendix XIIA, XIIB, XIIC of Kerala Service Rules

SUKUMAR

Place:

Signature :

Date:

Name :

Designation :

Office :