

KERALA STATE ELECTRICITY BOARD

Form No.13

Estt.10

APPLICATION FOR LEAVE

(Rule 113 Part)

Note:- Items 1 to 9 must be filled in by all applicants whether gazetted or non-gazetted.

1. Name of Applicant
2. Post held
3. Department, Office and Section
4. Pay and Scale of Pay
5. House Rent Allowances, Conveyance Allowance or other compensatory Allowances drawn in the Present Post
6. Nature and period of leave applied for and date from which required
7. Sundays and holidays if any proposed to be prefixed / suffixed that leave
8. Ground on which leave is applied for
9. Date of return from last leave and the nature and period of that leave
- 10 (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 had ruling No.2 under rule 84 part I not been applied in the event of my retirement from service at the end or during the currency of the 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 due availed of by me

Signature of the applicant
(with date)

11. Remarks and/or recommendation of the Controlling Officer

Signature (with date designation)

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

By Financial Adviser in the case of Gazetted Officer

12. Certified that.....(nature of leave) forfrom
.....to.....is admissible under rule.....of the Kerala Services Rules.

Signature (with date designation)

13. 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 to another post carrying as similar allowance.