

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

Note: Item 1 to 16 must be filled in by all applicants whether Gazetted or Non-Gazetted

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)
- 15)

Name of Applicant
 Date of birth
 Post Held
 Department, office and section
 Pay and scale of pay
 Date of entry in service
 Date of commencement of continuous service
 Whether the applicant has got confirmation
 if and post, if so from which date and
 in which post
 Address during leave

Dr. DAISY SAMUEL
 17/06/1983
 Asst. Prof.
 Dept. of Commerce, St. John's College,
 Anchal
 79800 - 211500 ; 89800
 22/06/2012

House rent allowance, conveyance allowance or
 other compensatory allowance drawn
 in the present post
 Nature and period of leave applied for ;
 and date from which required
 Sundays and holidays, if any proposed to be
 prefixed/suffixed to leave
 Ground on which leave is applied for
 Date of return from last leave and the nature
 and period of that leave

Bethel Marthoma Church Parsonage,
 Kottara, Meeyanoor, Kollam
 Commuted Leave; From 5th Feb
 to 26th March 2024 (51 days)
 Prefix - 3rd & 4th Feb (Saturday &
 Sunday)
 Personal
 5 days On Duty Leave; 1st Feb 2024

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 during the currency of leave.
 b) I undertake to refund the leave salary drawn "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 on half pay leave not less than the amount of leave not do availed of
 by me.



Remarks and/or recommendation of the controlling officer

Signature of Applicant (with date)
 Signature (with date) & Designation
 DRAWING AND DISBURSING OFFICER
 ST. JOHN'S COLLEGE, ANCHAL

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
 (By accountant General in the case of Gazetted Officers)

18) "Certified that Dr. Daisy Samuel
 (Nature of leave) for Commuted Leave
 From 05/02/2024 to 26/03/2024 (51 days)
 rule 84 is admissible under rule 84
 of the Kerala Service Rules.



Signature (with date)
 Designation
 Signature (with date)
 Designation
 Secretary
 M.S.C. Colleges
 Pattom, Trivandrum

19) *Orders of

*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.