

BISHOP MOORE COLLEGE, MAVELIKARA

APPLICATION FOR LEAVE

(Rule 113, Part I)

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 and date from which required :
12. Sundays/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 nature and period of that leave :
15. (a) I undertake to refund the difference between the leave salary drawn during commuted 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 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 not due availed of by me.
16. Place : Signature of applicant with date
17. Remarks and or recommendation of the controlling officer :

Signature & Designation with date

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

(By Account General in the case of Gazetted Officers)

18. Certified that(nature of leave)
forfromto.....is
admissible under rule of Kerala Service Rules.
19. Orders of the sanctioning authority : Signature (with date)
Designation

Manager