

SREE NARAYANA GURU COLLEGE,CHELANNUR

(FORM No : 13)

Application for Earned Leave/Half Pay Leave/Commuted Leave

(Rule 113 Part 1)

Note : Items 1 to 14 must be filled in by the applicant

- 1 Name of applicant :
- 2 Date of Birth :
- 3 Post held :
- 4 Name of College :
- 5 Pay and Scale of Pay :
- 6 Date of entry in to 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 required :
- 11 Holidays if any, proposed to be prefixed or suffixed :
- 12 Ground on which leave is applied for :
- 13 Date of return from last leave and the nature and period of that leave :
- 14 I undertake the refund of the leave salary which will be paid to me if found excess as per the leave rules or service conditions

Signature of the applicant
(with date)

- 15 Remarks / recommendation of the Controlling Officer

Signature with date and
Designation

16 **CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE**

Certified that.....(nature of leave)
for from..... To
is admissible under rule.....

Signature of the Principal

- 17 Order of the sanctioning authority

Signature :
Designation :