



St. Joseph College of Teacher Education for Women Ernakulam



Criterion III- Research and Outreach Activities

**3.1.3: Documentary Evidence for the Claim
In-House Support Provided by the Institution to Teachers
for Research Purposes in the form of
Study Leave for Research Field Work**

Submitted to

**National Assessment and Accreditation Council (NAAC)
3rd Cycle of Assessment**



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

KOVILVATTOM ROAD, ERNAKULAM, KOCHI, PIN - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

DECLARATION

The following teachers have been granted study leave for research field work during these years(2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)

Year	Name of Teacher	Title of Doctoral Study/Research Project	Purpose of leave	Duration From -To
2019-2020	Siji John	Effect of Brain Based Learning Strategy on Higher-Order Thinking Skills and Achievement in Economics among Students at Higher Secondary Level	Study Leave for Research	12-03-2020 to 18-03-2020
2019-2020	Sicily A.A.	Effect of Semantic Mapping Technique on Higher Order Language Skills and Achievement in Malayalam of Students at Secondary Level	Study Leave for Research	02-03-2020 to 06-03-2020
2019-2020	Dinimol Jacob	Effect of Nature Based Learning Strategy on Science Process Skills and Achievement of Academically Challenged Primary School Children	Study Leave for Research	16-01-2020 to 22-01-2020
2019-2020	Sicily A.A.	Effect of Semantic Mapping Technique on Higher Order Language Skills and Achievement in Malayalam of Students at Secondary Level	Study Leave for Research	09-12-2019 to 18-12-2019



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN

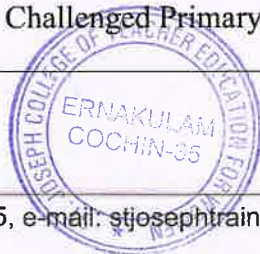
KOVILVATTOM ROAD, ERNAKULAM, KOCHI, PIN - 682 035, KERALA, S. INDIA

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by NCTE

DECLARATION

Year	Name of Teacher	Title of Doctoral Study/Research Project	Purpose of leave	Duration From -To
2019-2020	Sicily A.A.	Effect of Semantic Mapping Technique on Higher Order Language Skills and Achievement in Malayalam of Students at Secondary Level	Study Leave for Research	23-10-2019 to 31-10-2019
2019-2020	Dinimol Jacob	Effect of Nature Based Learning Strategy on Science Process Skills and Achievement of Academically Challenged Primary School Children	Study Leave for Research	08-07-2019 to 12-07-2019
2019-2020	Soya Mathew	Educational Contributions of Saint Kuriakose Elias Chavara and Its Relevance in The Emerging Society	Study Leave for Research	08-07-2019 to 12-07-2019
2018-2019	Joby Joy Kurian	A study on the Mathematical Applications Inherent in the Art and Architectural forms of Kerala Culture and Its Possibilities in Teaching Mathematics at the Secondary Level	Study Leave for Research	08-10-2018 to 09-10-2018
2018-2019	Dinimol Jacob	Effect of Nature Based Learning Strategy on Science Process Skills and Achievement of Academically Challenged Primary School Children	Study Leave for Research	26-06-2018 to 29-06-2018



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113, Part I)

Note: Items 1 to 16 must be filled in by all applicants whether Gezettered or non-Gezettered

- 1. Name of applicant - SITI JOHN
- 2. Date of birth - 13/02/1974
- 3. Post held - Asst. Professor
- 4. Department office and section - Collegiate education,
St. Joseph college of Sr. Edu-
cation for women. ERN.
- 5. Pay and scale of Pay - 20590 + AWP 6000 15600 -
39100
- 6. Date of entry in service - 01/11/2012
- 7. Date of commencement of continuous service - 01/11/2012
- 8. Whether the applicant has got confirmation in any post if so from which date and which post - Yes, 01/11/2012.
- 9. Address during the leave - St. Mary's Convent
Market Road. Ernakulam.
- 10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post - HRA - 1500/-
- 11. Nature and periods of leave applied for and date from which required - Half pay leave (8 days)
#12/03/2020 to 18/3/2020
- 12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave - Pre fix } Nil.
Suffice } Nil.
- 13. Ground on which leave is applied for - Personal (Research work)
- 14. Date of return from last leave and the nature and period of that leave - Half pay leave
09/12/19 to 17/12/19
- 15. a) I under take 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 any retirement from service at the end of during the currency of leave
- b) I under take to refund the leave salary during 'leave not due' which would not have been admission had rule 85, part 1 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 or leave not due availed of by me

Siti John

16. Place _____ Signature of the applicant (with date) date _____

17. Remarks and/or recommendations of the controlling officer _____

Signature (with date) and designation *Alice Joseph*

Note: In the case of government servant who is mentally unsound and/or physically unable to fill and sign it the guardian of his appointed under the Indian Lunacy act 1912 (central act iv of 1913) or any other authority authorized by the authority competent authority leave may fill in the column and sign application for approval of leave of the Government servant.

PRINCIPAL IN CHARGE
ST. JOSEPH COLLEGE OF TEACHER
EDUCATION FOR WOMEN,
ERNAKULAM.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezettered officers)

18. Certified that.....(Nature of leave), For.....
from.....to.....Is admissible under rule.....of the Kerala Service rules.

Signature (with date) designation _____

19. Orders of the sanctioning authority: _____

Signature (with date) designation _____



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113, Part I)

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non-Gezzeted

1. Name of applicant - SICILY. A. A.
2. Date of birth - 05/05/1981.
3. Post held - Assistant professor
4. Department office and section - Collegiate Education, St. Joseph College of Tr. Edu for women, Ernakulam
5. Pay and scale of Pay - 20590 + 6000 (15600-39100+6000)
6. Date of entry in service - 01/11/2012
7. Date of commencement of continuous service - 01/11/2012
8. Whether the applicant has got confirmation in any post if so from which date and which post - Yes. 01/11/2012. Asst. professor
9. Address during the leave - Carmelite Provincial House, Kambalattor Road, Kochi-35
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post - HRA 1500/-
11. Nature and periods of leave applied for and date from which required - Half pay leave, 02/03/2020 to 06/03/2020
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave - Prefix ~~01/03/2020~~ 01/03/2020 suffix 06/03/2020 08/03/2020
13. Ground on which leave is applied for - Personal matter (Research Report writing)
14. Date of return from last leave and the nature and period of that leave - 20/12/2019. Half pay leave 09/12/2019 to 19/12/2019
15. a) I under take 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 any retirement from service at the end of during the currency of leave
- b) I under take to refund the leave salary during 'leave not due' which would not have been admission bad rule 85, part 1 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 or leave not due availed of by me

16. Place Ernakulam

Signature of the applicant (with date) date 05/12/2020

17. Remarks and/or recommendations of the controlling officer



Signature (with date) and designation Alice Joseph

Note: In the case of government servant who is factually absent and/or physically unable to fill in the application, the applicant should be authorized by the authority competent authority leave matters in the column and sign application for and on behalf of the Government servant.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezzeted officers)

18. Certified that (Nature of leave), For
from to Is admissible under rule of the Kerala Service rules.

Signature (with date) designation

19. Orders of the sanctioning authority



Signature (with date) designation

Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

**FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113, Part 1)**

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non-Gezzeted

1. Name of applicant - **DINIMOL JACOB**
2. Date of birth - **05-04-1981**
3. Post held - **Assistant Professor**
4. Department office and section - **Collegiate Education, St. Joseph College of Educ. for Women, 8 Km**
5. Pay and scale of Pay - **19810-46000 (15600-39100)**
6. Date of entry in service - **1-11-2010**
7. Date of commencement of continuous service - **1-11-2010**
8. Whether the applicant has got confirmation in any post if so from which date and which post - **Yes, 1-11-2010, Assistant Professor**
9. Address during the leave - **Anthikkatt house, Elavally P.O Kadavallu, Thrissur - 680511**
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post - **HRA - 1500**
11. Nature and periods of leave applied for and date from which required - **Commuted leave, 16/1/2020 to 22/1/2020 (7 days)**
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave - **---**
13. Ground on which leave is applied for - **Personal matter (Research work - Data Collection)**
14. Date of return from last leave and the nature and period of that leave - **13/7/2019, Half pay leave, 8/7/2019 to 12/7/2019**
15. a) I under take 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 any retirement from service at the end of during the currency of leave
b) I under take to refund the leave salary during 'leave not due' which would not have been admission had rule 85, part 1 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 or leave not due availed of by me
16. Place **Ernakulam** Signature of the applicant (with date) **15/1/2020**

17. Remarks and/or recommendations of the controlling officer

Signature (with date) and designation **Alice Joseph**

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the conditions of this form and sign it the guardian of his appointed under the Indian Lunacy act 1912 (central act iv of 1912) or any person authorized by the authority competent authority leave may fill in the column and sign application for and on behalf of the Government servant.

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezzeted officers)**

18. Certified that..... (Nature of leave), For..... from..... to..... Is admissible under rule..... of the Kerala Service rules.

Signature (with date) designation

19. Orders of the sanctioning authority:

Signature (with date) designation



Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

**FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113, Part I)**

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non-Gezzeted

1. Name of applicant -- Sicily A.A.
2. Date of birth -- 05-05-1971.
3. Post held -- Assistant professor.
4. Department office and section -- Collegiate Education, St. Joseph College of Tr. Edu. for Women, Ernakulam.
5. Pay and scale of Pay -- 26590 + 6000 (18600 - 39100 + 6000)
6. Date of entry in service -- 01-11-2012
7. Date of commencement of continuous service -- 01-11-2012.
8. Whether the applicant has got confirmation in any post if so from which date and which post -- Yes. 01-11-2012. Asst. professor
9. Address during the leave -- Carmelite provincial House, Kovilvattor Road, Kochi-35
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post -- HRA - 1500/-
11. Nature and periods of leave applied for and date from which required -- Half pay leave - 09-12-19 to 19-12-2019.
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave -- prefix 07/12/19 and 08/12/19.
13. Ground on which leave is applied for -- Personal matter. (Research work)
14. Date of return from last leave and the nature and period of that leave -- 01-11-2019. Personal Leave: 23-10-19 to 31-10-19
15. a) I under take 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 any retirement from service at the end of the currency of leave
- b) I under take to refund the leave salary during 'leave not due' which would not have been admission had rule 85, part 1 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 or leave not due availed of by me

16. Place Ernakulam

Sicily
Signature of the applicant (with date) date

17. Remarks and/or recommendations of the controlling officer

Alice Joseph
Signature (with date) and designation
PRINCIPAL IN CHARGE
ST. JOSEPH COLLEGE OF TEACHER
EDUCATION FOR WOMEN,
ERNAKULAM.

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the columns of this form and sign it the guardian of his appointed under the Indian Lunacy act 1912 (central act iv of 1912) for any purpose authorized by the authority competent authority leave may fill in the column and sign application for and on behalf of the Government servant.

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezzeted officers)**

18. Certified that.....(Nature of leave), For.....
from.....to.....Is admissible under rule.....of the Kerala Service rules.

Signature (with date) designation

Signature (with date) designation

19. Orders of the sanctioning authority:

Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



**FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113. Part I)**

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non- Gezzeted

- 1. Name of applicant - **SICILY A.A**
- 2. Date of birth - **05.05.1971**
- 3. Post held - **Assistant Professor**
- 4. Department office and section - **Collegiate Education, St. Joseph College, of Teacher Education for Women, Ekm**
- 5. Pay and scale of Pay - **20590 + 6000 (15600 - 39100 + 6000)**
- 6. Date of entry in service - **01.11.2012**
- 7. Date of commencement of continuous service - **01.11.2012**
- 8. Whether the applicant has got confirmation in any post if so from which date and which post - **Yes, 01.11.2012, Asst. Professors**
- 9. Address during the leave - **Carmelite Provincial House, Kovalattom Road, Kochi - 35**
- 10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post - **HRA - 1500/-**
- 11. Nature and periods of leave applied for and date from which required - **Half Pay Leave - 23.10.19 to 31.10.2019**
- 12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave - **Prefix - 20/10/19 to 22/10/19**
- 13. Ground on which leave is applied for - **Personal Matter (Research Data Collection)**
- 14. Date of return from last leave and the nature and period of that leave - **01/11/2016, HPL - 26/6/16 to 30/6/16**
- 15. a) I under take 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 any retirement from service at the end of the currency of leave
b) I under take to refund the leave salary during 'leave not due' which would not have been admission had rule 85, part 1 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 or leave not due availed of by me

16. Place **ERNAKULAM**

Sicily A.A
12/10/19
Signature of the applicant (with date) date

17. Remarks and/or recommendations of the controlling officer

Alice Joseph
Signature (with date) and designation
PRINCIPAL IN CHARGE
ST. JOSEPH COLLEGE OF TEACHER
EDUCATION FOR WOMEN,
ERNAKULAM.

Note: In the case of government servant who is mentally unsound and/or physically unable to fill in the application form, the guardian of his appointed under the Indian Lunacy act 1912 (central act iv of 1912) or any person authorized by the authority competent authority may fill in the column and sign application for and on behalf of the Government servant.

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezzeted officers)**

18. Certified that.....(Nature of leave), For.....
from.....to.....Is admissible under rule.....of the Kerala Service rules.

Signature (with date) designation
Signature (with date) designation

19. Orders of the sanctioning authority:



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

**FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113. Part 1)**

Note: Items 1 to 16 must be filled in by all applicants whether Gezettered or non- Gezettered

1. Name of applicant -- DINIMOL JACOB
2. Date of birth -- 05-04-1981
3. Post held -- Assistant Professor
4. Department office and section -- Collegiate Education, St. Joseph College of Pchr. Edn. for Women, EKm
5. Pay and scale of Pay -- 19810 + 6000 (15600 - 39100)
6. Date of entry in service -- 1-11-2010
7. Date of commencement of continuous service -- 1-11-2010
8. Whether the applicant has got confirmation in any post if so from which date and which post -- Yes, 1-11-2010, Assistant Professor
9. Address during the leave -- Anthikkatt house, Elavally P.O Kadavallur, Thrissur - 680511
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post -- HRA - 1500
11. Nature and periods of leave applied for and date from which required -- Half pay leave, 8/7/2019 to 12/7/19 (5 days)
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave -- Prefix - 6/7/19 and 7/7/19
Suffix - 13/7/19 and 14/7/19
13. Ground on which leave is applied for -- Personal matter (Research work - Data Collection)
14. Date of return from last leave and the nature and period of that leave -- 29/6/2018, Half pay leave, 26/6/18 to 29/6/18
15. a) I under take 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 any retirement from service at the end of during the currency of leave
b) I under take to refund the leave salary during 'leave not due' which would not have been admission bad rule 85, part 1 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 or leave not due availed of by me

16. Place Ernakulam Signature of the applicant (with date) date Dinimol 4/7/2019

17. Remarks and/or recommendations of the controlling officer Signature (with date) and designation Alice Joseph

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the column and sign it the guardian of his appointed under the Indian Lunacy act 1912 (central act iv of 1912) or any person authorized by the authority competent authority leave may fill in the column and sign application for and on behalf of the Government servant.

Principal in Charge
ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN
ERNAKULAM.

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezettered officers)**

18. Certified that.....(Nature of leave), For..... from.....to.....Is admissible under rule.....of the Kerala Service rules.

19. Orders of the sanctioning authority: Signature (with date) designation
Signature (with date) designation



Alice Joseph
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

**FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113, Part 1)**

Note: Item 16 must be filled in by all applicants whether Gezettered or non-Gezettered

1. Name of applicant *- Soya Mathew*
2. Date of birth *- 06.02.1976*
3. Post held *- Asst. Prof. in General Education*
4. Department office and section *- St. Joseph College of Teacher Education for Women, Ernakulam*
5. Pay and scale of Pay *- 18320+15600-39100 + AGP 6000*
6. Date of entry in service *- 09.05.2013*
7. Date of commencement of continuous service *- 09.05.2013*
8. Whether the applicant has got confirmation in any post if so from which date and which post *- Yes*
9. Address during the leave *- Carmelite Provincial House, Kochi-682035*
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post *- -*
11. Nature and periods of leave applied for and date from which required *- Half Pay leave on form 8/07/2019 to 12/07/2019*
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave *- -*
13. Ground on which leave is applied for *- Personal, Research*
14. Date of return from last leave and the nature and period of that leave *- Committed Leave on 18/2/19 to 27/2/19*
15. a) I under take 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 any retirement from service at the end of the currency of leave
b) I under take to refund the leave salary during 'leave not due' which would not have been admission bad rule 85, part 1 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 or leave not due availed of by me

[Signature]
Signature of the applicant (with date) date

16. Place *Ernakulam*

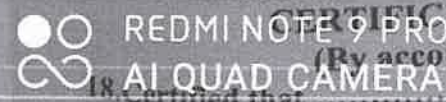
17. Remarks and/or recommendations of the controlling officer
Signature (with date) and designation *[Signature] Principal in Charge*

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the columns of this form and sign it the guardian of his appointed under the Indian Lunacy act 1912 (central act IV of 1912) or any provision for women authorized by the authority competent authority leave may fill in the column and sign application for and on behalf of the Government servant.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezettered officers)
(Nature of leave), For of the Kerala Service rules.

18. Certified that Is admissible under rule of the Kerala Service rules.
from to Is admissible under rule of the Kerala Service rules.

[Signature]
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



FORM NO. 11
APPLICATION FOR LEAVE
(Rule 113, Part I)

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non-Gezzeted

1. Name of applicant: **JOBY JOY KURIAN**

2. Date of birth: **07/04/1980**

3. Post held: **Assistant Professor**

4. Department office and section: **St. Joseph College of Teacher Education for Women, Ernakulam**

5. Pay and scale of Pay: **21370 (15600-39100)**

6. Date of entry in service: **01/11/2010**

7. Date of commencement of continuous service: **01/11/2010**

8. Whether the applicant has got confirmation in any post if so from which date and which post: **yes**

9. Address during the leave: **Kanacherry House, Tex/509, Mukkole P.O, Topm-695044**

10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post: **2000**

11. Nature and periods of leave applied for and date from which required: **Half pay leave, 08/10/2018 and 09/10/2018**

12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave: **Prefixed 07/10/2018**

13. Ground on which leave is applied for: **Out of station, Research**

14. Date of return from last leave and the nature and period of that leave: **Half pay leave (1 day), 13/10/2018**

15. a) I under take 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 any retirement from service at the end of the currency of leave
b) I under take to refund the leave salary during 'leave not due' which would not have been admissible had rule 85, part 1 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

[Signature] 10/10/2018

Signature of the applicant (with date) date

16. Place **Ernakulam**

17. Remarks and/or recommendations of the controlling officer
Signature (with date) and designation

[Signature]
Dr. MARY JOSEPH
PRINCIPAL
ST. JOSEPH COLLEGE OF
TEACHER EDUCATION FOR
WOMEN, ERNAKULAM

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the columns of this form and sign it the guardian of his appointed under the Indian Lunacy Act 1912 (cental act of 1912) or any person authorized by the authority competent authority leave may fill in the column and sign application for and on behalf of the Government servant.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezzeted officers)
(Nature of leave), For.....
of the Kerala Service rules.

18. Certified that.....
from.....to.....is admissible under rule.....

Signature (with date) designation

Signature (with date) designation

[Signature]
Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam



**FORM NO. 13
APPLICATION FOR LEAVE
(Rule 113, Part I)**

Note: Items 1 to 16 must be filled in by all applicants whether Gezzeted or non- Gezzeted

1. Name of applicant - **DINIMOL JACOB**
2. Date of birth - **05-04-1981**
3. Post held - **Assistant Professor**
4. Department office and section - **Collegiate Education, St-Joseph College of Sch. Edn. for Women, Ekms**
5. Pay and scale of Pay - **19810 + 6000 (15600 - 37100) ~~50000~~**
6. Date of entry in service - **1-11-2010**
7. Date of commencement of continuous service - **1-11-2010**
8. Whether the applicant has got confirmation in any post if so from which date and which post - **Yes, 1-11-2010, Assistant Professor**
9. Address during the leave - **Aarthikattu house, Elavally P.O, Kadavalloor, Thrissur - 680511**
10. House rent allowance, Conveyance Allowance or other Compensatory Allowance drawn in the present post - **HRA - 1500**
11. Nature and periods of leave applied for and date from which required - **Half pay leave, 26/6/2018 to 29/6/18 (4 days)**
12. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave - **Nil**
13. Ground on which leave is applied for - **Personal matter (Research work)**
14. Date of return from last leave and the nature and period of that leave - **25/6/2018, Half pay leave, 18/6/2018 to 22/6/18**
15. a) Under take 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 any retirement from service at the end of during the currency of leave
b) Under take to refund the leave salary during 'leave not due' which would not have been admission had rule 85, part 1 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 or leave not due availed of by me

Dinimol
18/6/2018

Signature of the applicant (with date) date

16. Place **Ernakulam**

17. Remarks and/or recommendations of the controlling officer
Signature (with date) and designation

Alice Joseph
Dr. ALICE JOSEPH
PRINCIPAL
ST. JOSEPH COLLEGE OF
TEACHER EDUCATION FOR
WOMEN, ERNAKULAM

Note: In the case of government servant who is mentally unsound and/or physically unable to fill the columns of this form and sign it the guardian of his appointed under the Indian Lunacy act 1912 (central act 14 of 1912) or any person authorized by the authority competent authority leave may fill in the column and sign application for and on behalf of the Government servant.

**CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE
(By accountant general in the case of Gezzeted officers)**

18. Certified that..... (Nature of leave), For.....
from.....to.....Is admissible under rule.....of the Kerala Service rules.

Signature (with date) designation

Alice Joseph

Dr. Alice Joseph
Principal in Charge
St. Joseph College of Teacher
Education for Women,
Ernakulam

19. Orders of the sanctioning authority:

