



PERMISSIBLE LEAVES FOR TEACHING AND NON- TEACHING FACULTY

Sl No	LEAVES GRANTED
1	Maternity Leave
2	Paternity Leave
3	Commutated Leave
4	Special Casual Leave for Chemotherapy
5	Earn Leave
6	Covid Special Casual Leave

MATERNITY/PATERNITY/SPECIAL LEAVE AVAILED BY TEACHING FACULTY

Name	Maternity/Paternity/ Special Leave	Period From ...to
Ms Preena N	Maternity Leave	06/08/2018- 05/02/2019
Ms Asha A	Maternity Leave	17/09/2018- 15/03/2019
Ms Minu M	Maternity Leave	01/10/2018-29/03/2019
Dr Lakshmi S Bose	Maternity Leave	01/11/2018- 19/11/2018
Mr Nikhil M B	Paternity Leave	15/06/2020- 24/06/2020
Ms Anusree K U	Maternity Leave	23/11/2020- 21/05/2021
Ms Manju N	Maternity Leave	23/04/2021- 19/10/2021
Dr Thushara V S	Maternity Leave	28/04/2021- 24/10/2021
Dr Resmi V C	Maternity Leave	03/01/2022- 01/07/2022
Ms Jyothsna	Special leave for Hysterectomy	29/07/2019- 11/09/2019
Ms Minu M	Special Leave for Chemotherapy	14/11/2022- 22/12/2022



MATERNITY LEAVE

Form No. 13
APPLICATION FOR LEAVE
(Rule 113, Part 1)

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

1 Name of applicant	: Dr. Neena.P
2 Date of birth	: 31-05-1983
3 Post held	: Assistant Professor & HoD
4 Department, Office & Section	: Department of Physics
5 Pay and scale of pay	: 1,08,779/- Level 11(68,900-2,05,500)
6 Date of entry into service	: 11-12-2012
7 Date of commencement of continuous service	: 11-12-2012
8 Whether the applicant has got confirmation in any post, if so from which date and in which post	: Yes, Assistant Professor
9 Address during leave	: Kadamba, Ammankovil Road, North Paravur, Ernakulam.
10 House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post	: 3596
11 Nature and period of leave applied for and date from which required	: MATERNITY LEAVE of 180 days from 29-09-2022 to 27-03-2023
12 Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave	: Nil
13 Ground on which leave is applied for.	: Maternity Leave
14 Date of return from last leave and the nature and period of that leave	: 24.07.2022 - Commuted Leave- 3 days
15(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 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 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	
16: Maliankara 28 -09-2022	
17: Remarks and/ or recommendation of the controlling officer	

Signature of Applicant
(With date)

Signature (With date) and Designation

Principal in Charge
S. N. M. College, Maliankara



CERTIFICATE REGARDING ADMISSIBLE OF LEAVE
(By Accountant General in the case of Gazetted Officers)

18. "Certified that ... Earned leave maternity leave
(nature of leave) for 180 days
from 29-09-2022 to 27-03-2023 is admissible under rule
84 of the Kerala Service Rules"

Signature (with date)
Designation

19. Orders of the sanctioning Authority:

Principal in Charge
S. N. M. College, Maliankara

Signature (with date)
Designation
MANAGER
S.N.M. College
Maliankara

If applicant is drawing any compensatory allowance. The sanctioning Authority should state whether on the expiry of the leave he is likely to return to the same Post or to another post carrying a similar allowance.

Note: In the case of a 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 person authorized by the authority competent to grant the leave may fill in the column and sign the application for and on behalf of the Government servant.

Paternity Leave

Form No.13
APPLICATION FOR LEAVE
(Rule 113, Part 1)

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

- Name of applicant: Nikhil.MB
- Date of birth: 20/03/1990
- Post held: Assistant Professor
- Department, Office and Section: SNM College Maliankara
- Pay and Scale of pay: 15600-39100 + AOP 6000
- Date of entry in service: 26/10/2015
- Date of commencement of continuous service: 26/10/2015
- Whether the applicant has got confirmation in any post, if so from which date and in which post: Yes, Assistant professor.
- Address during leave: Menath CH Maliankara, Maliankara
- House Rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the present post: 1200/-
- Nature and period of leave applied for and date from which required: Paternity leave for 10 days from 11/09/2022 to 20/09/2022
- Sundays and holidays, if any, proposed to be prefixed/suffixed to leave: Prefix nil and suffixed to 21/09/2022
- Ground on which leave is applied for: Paternity Leave
- Date of return from last leave and the nature and period of that leave: Commuted leave for 5 days from 06/06/2022 to 10/06/2022
- (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 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 1, not been applied in the event of my voluntary retirement of 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.
- Place: Maliankara
Date: 11/09/2022
- Signature of applicant (with date):
- Signature (with date) and Designation of the Controlling Officer:
Principal in Charge
S. N. M. College, Maliankara

CERTIFICATE REGARDING ADMISSIBLE OF LEAVE
(By Accountant General in the case of Gazetted Officers)

18. "Certified that... Earned leave paternity leave
(nature of leave) for 10 days
from 11-09-2022 to 20-09-2022 is admissible under rule
84 of the Kerala Service Rules"

Signature (with date)
Designation
Principal in Charge
S. N. M. College, Maliankara

19. Orders of the sanctioning Authority:

Signature (with date)
Designation
MANAGER
S.N.M. College
Maliankara

If 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.

Note: In the case of a 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 person authorized by the authority competent to grant the leave may fill in the column and sign the application for and on behalf of the Government servant.



Commuted Leave

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

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

- Name of Applicant : **Dr. KRISHNAKUMAR U R**
- Date of Birth : **20-03-1979**
- Post held : **Asst. Professor**
- Department, Office and section : **S.N.M. College, Maliankara**
- Pay and scale of Pay : **75,200, (57,100-1,82,400) Pr. Inv. 15000-35,100**
- Date of entry in service : **03-09-2012**
- Date of commencement of Continuous service : **03-09-2012**
- Whether the applicant has got confirmation in any post, if so from which date and in which post : **NIL**
- Address during leave : **Urumiparambil (H), Vavakkad, Methalmattam**
- House rent allowance, Conveyance allowance or other compensatory allowance drawn in the present post : **HRA-3008/-**
- Nature and period of leave applied and date from which required : **Commuted Leave, 1 Day, 20/3/23**
- Sundays/holidays, if any, proposed to be prefixed/suffixed to leave : **Sunday prefixed: 21/03/23**
- Ground on which leave is applied for: **Personal**
- Date of return from last leave and nature and period of that leave : **30/12/22, CML 27/1/22 to 29/1/22**
- (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.
- Place: **Maliankara**
Signature of applicant (with date) **[Signature]** (P.T.O)

17. Remarks and or recommendation of the controlling officer.



[Signature]
18/3/2023

Signature (with date) and designation
Principal in Charge
S. N. M. College, Maliankara

Note:- In the case of a Government servant who is mentally unsound and or physically unable to fill in the columns of this form and sign it, the guardian of appointment under the Indian Lunacy Act, 1912(Central Act IV of 1912) or a person authorised by the column and sign the application for and on behalf of the Government servant

Certificate Regarding Admissibility of Leave (By Account General in the case of Gazetted officers)

18. "Certified that Commuted Leave (Nature of leave) for one day from 20.03.23 to 21.03.23 is admissible under Rule 89 of Kerala Service Rules."



[Signature]
18/3/2023

Signature (with date) Designation
Principal in Charge
S. N. M. College, Maliankara

19. "Orders of the sanctioning authority:

[Signature]
18/3/2023

Signature (with date) Designation
MANAGER
S.N.M. College
Maliankara

*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.

S N M COLLEGE, MALIANKARA
Maliankara P O, Moothakunnam Via, Ernakulam (DT), Kerala - 683 516
(Affiliated to Mahatma Gandhi University, Kottayam)
Accredited by NAAC with - B++ Grade
Phone:0484 2482386, 2483600, Mobile : 9495742386
Website: www.snmcollege.in, e-mail: principalsnm@gmail.com

Ref. No. A VII-09/03/2023 Date: 18-03-2023

M.E.M.O


Dr. Krishnakumar U R, Assistant Professor, SNM College, Maliankara is granted Commuted leave for 1 day from 20-03-2023 with permission to prefixed 18-03-2023 to 19-03-2023 and suffixed Nil.

It is certified that but for his proceedings on leave Dr. Krishnakumar U R, would have actually continued to officiate as Assistant professor on return from leave. Dr. Krishnakumar U R, will remain on duty as Assistant professor.

MANAGER **[Signature]**
MANAGER
S.N.M. College
Maliankara

To
Dr. Krishnakumar U R,
Assistant professor
S N M College,
Maliankara.

Copy to:-
The Deputy Director of collegiate Education,
Near M C R V Men's Hostel
Hospital Road,
Ernakulam 682011





Special Casual Leave for Chemotherapy

Form No 13
APPLICATION FOR LEAVE
(Rule 113, Part I)
(Note - Items 1 to 16 must be filled in by all applicants whether
Gazetted or Non-Gazetted)

1. Name of Applicant : Minu M
2. Date of Birth : 12/04/1981
3. Post held : Assistant Professor
4. Department, Office and section : Department of Zoology, SNM College Maliankara
5. Pay and scale of Pay : 21390, Pre-Scale 15600-39100 + AGP 6000
6. Date of entry in service : 17/08/2015
7. Date of commencement of Continuous service : 17/08/2015
8. Whether the applicant has got confirmation in any post, if so from which date and in which post : No
9. Address during leave : Pappalil, Muhamma P.O Alappuzha 688525
10. House rent allowance, Conveyance allowance or other compensatory allowance drawn in the present post: 1200
11. Nature and period of leave applied and date from which required : Special Casual Leave for chemotherapy / Radiation for cancer patients Date: from 14/11/2022 to 22/12/2022
12. Sundays/holidays, if any, proposed to be prefixed/suffixed to leave : Public Holidays are excluded
Medical grounds
13. Ground on which leave is applied for: Medical grounds
14. Date of return from last leave and nature and period of that leave : 15/10/2022 Commuted Leave 6/10/2022-14/10/2022
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.

Signature of applicant
(with date) [P.T.O]

16. Place: Maliankara
14-11-2022

പ്രിൻസിപ്പാളിന്റെ നടപടി ഉത്തരവ്

വിഷയം :- എസ്.എൻ.എം. കോളേജ്, മാലിങ്കര - 2022-2023 വർഷത്തെ ജീവനക്കാരുടെ കീരമൊതൊപ്പി സ്പെഷൽ കാഷ്യൽ ലീവ് സംബന്ധിച്ചു. പരാമർശം :- ധനകാര്യ വകുപ്പിന്റെ 09/09/2013 തീയതിയിലെ സർക്കാർ ഉത്തരവ് നമ്പർ 447/2013

ഉത്തരവ് നം: AVII-10/1/2022 തീയതി 14.11.2022

മാലിങ്കര എസ്.എൻ.എം. കോളേജിലെ ചുവടെ ചേർത്തിരിക്കുന്ന പട്ടികയിൽ ഉള്ള അഡ്വൈസ് ചെയ്ത 2022-2023 കലണ്ടർ വർഷത്തെ 14.11.2022 മുതൽ 22.12.2022 വരെയുള്ള പൊതു അവധി ദിവസങ്ങൾ ഒഴിവാക്കിയുള്ള 29 ദിവസത്തെ കീരമൊതൊപ്പി സ്പെഷൽ കാഷ്യൽ ലീവ് അംഗീകൃത ഡോക്ടറുടെ സർട്ടിഫിക്കറ്റ് പ്രകാരം അനുവദിച്ചു ഉത്തരവാകുന്നു. കലണ്ടർ വർഷം ആകെ അനുവദിക്കാവുന്ന 180 ദിവസത്തിൽ കൂടുതൽ അനുവദിച്ചിട്ടില്ല. സേവന പുസ്തകത്തിൽ ആവശ്യമായ രേഖപ്പെടുത്തലുകൾ നടത്തിയിട്ടുണ്ട്.

പട്ടിക

ക്രമ നമ്പർ	ജീവനക്കാരന്റെ പേര്	തസ്തിക	കീരമൊതൊപ്പി സ്പെഷൽ കാഷ്യൽ ലീവ് അനുവദിച്ച തീയതി	കീരമൊതൊപ്പി സ്പെഷൽ കാഷ്യൽ ലീവ് അനുവദിച്ച ദിവസങ്ങൾ (പൊതു അവധി ദിവസങ്ങൾ ഒഴികെ)	കലണ്ടർ വർഷത്തെ ആകെ ദിവസം (മാക്സിമം 180 ദിവസം)
1	മിനു. എം	അസിസ്റ്റന്റ് പ്രൊഫസർ	14.11.2022 മുതൽ 22.12.2022 വരെ	29	29

മാലിങ്കര
14.11.2022

പ്രിൻസിപ്പാൾ



Covid Special Leave

Form No. 13
APPLICATION FOR LEAVE
(Rule 113, Part 1)

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

1 Name of applicant	: Asha A
2 Date of birth	: 18-01-1988
3 Post held	: Assistant Professor
4 Department, Office & Section	: Botany
5 Pay and scale of pay	: 19810 + AGP 6000
6 Date of entry into service	: 01-06-2015
7 Date of commencement of continuous service	: 01-06-2015
8 Whether the applicant has got confirmation in any post, if so from which date and in which post	: Yes, Assistant Professor
9 Address during leave	: Prathyasa, CNRA-30, Ernakulam - 682018
10 House rent allowance, conveyance allowance or other compensatory allowance drawn in the present post	: 1200
11 Nature and period of leave applied for and date from which required	: COVID SPECIAL CASUAL LEAVE for 7 days - 03-02-2022 to 09-02-2022
12 Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave	: Nil
13 Ground on which leave is applied for.	: Covid Special casual leave as tested positive for SARS- Covid
14 Date of return from last leave and the nature and period of that leave	
15(a) I undertake to refund the difference between the leave salary drawn during 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 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 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	
16: Maliankara 10-02-2022	Signature of Applicant (With date) <i>Asha A</i> 10/2/22 Drawing and Disbursing Officer S. N. M. College, Maliankara
17: Remarks and/ or recommendation of the controlling officer	Signature (With date) and Designation

CERTIFICATE REGARDING ADMISSIBLE OF LEAVE (By Accountant General in the case of Gazetted Officers)

18. "Certified that Earned leave..... Covid Special casual leave (nature of leave) for..... 7 days..... (nature of leave) for..... 7 days..... from..... 3/2/2022..... to..... 9/2/2022..... is admissible under rule..... 31..... of the Kerala Service Rules"

Signature (with date)
Designation

Drawing and Disbursing Officer
S. N. M. College, Maliankara

19. Orders of the sanctioning Authority:

Signature (with date)
Designation

Manager
S.N.M. COLLEGE, MALIANKARA
S. N. M. COLLEGE, MALIANKARA

If applicant is drawing any compensatory allowance. The sanctioning Authority should state whether on the expiry of the leave he is likely to return to the same Post or to another post carrying a similar allowance.

Note: In the case of a 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 person authorized by the authority competent to grant the leave may fill in the column and sign the application for and on behalf of the Government servant.