

FORM No. 24

(See rule 123)

Leave Book

1. Name:

2. Sex:

3. Father's/husband's name:

4. Serial number in the register of adult/child workers:

5. Department:

6. Designation:

7. Date of joining employment:

8. Date of discharge/dismissal/quitting employment/superannuation/
death while in service:

9. Date of payment in lieu of leave with wages due in such cases:

10. Whether leave in accordance with scheme under section 79(8) was
refused

Calendar year of service (i.e. previous year)	Leave due as on 1 st January Of the year in col.1		Leave availed during the year				Leave refused out of regular leave mentioned in column 3
	Refused	Regular	Refused	Regular	Dates		
1.	2.	3.	4.	5.	6.	7.	8.

Number of working days for computation of leave During the year mentioned in column (1)					Regular leave earned for the year mentioned in column (1)	Balance of leave admissible on 1 st January of the year following the year mentioned in column (1)	
Days worked	Lay off	Maternity leave upto 12 weeks	Leave with wages enjoyed	Total (9) to (12)		Refused (Col. 2+8-4)	Regular (Col.3+14-5-8)
9.	10.	11.	12.	13.	14.	15.	16.

Leave period (i.e. col.(4) + col (5) in days	Normal rates of wages excluding of any overtime as well as bonus but including of dearness allowance (Rs.)	Details of wages paid			Signature
		Cash equivalent of the advantages accruing through the concessional sale of food grains and other articles	Rates of wages for leave with wages paid (Rs.) {Col. (18) + Co.(19)}	Total wages paid for the period of leave with wages enjoyed (Rs.){Col.(17) + Col.(20)}	
17.	18.	19.	20.	21.	22.

Notes: The leave book shall be made out separately for giving to each worker on thick bound sheets.