

FORM No. 23

(See rule 123)

**Register of Leave with wages**

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 <sup>st</sup> 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 <sup>st</sup> 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) + Col. (19)}	Total wages paid for the period of leave with wages enjoyed (Rs.) {Col.(17) + Col.(20)}	
17.	18.	19.	20.	21.	22.

- Notes: (1) Separate register should be maintained for adult/child.  
(2) A child shall include an adolescent worker who has not been certified fit to work as an adult  
(3) A separate page should be maintained in respect of each worker.  
(4) Leave earned in column (14) is calculated on the basis of number of days worked given in column (9)  
(5) As per section 79(5), figures in column (16) should not exceed 30 days in case of adult and 40 days in case of child worker.  
(6) Delete which is not required.