

FORM I

[See rules 13(1) and 20(4)]

Register of Leave

Privilege Leave						
Accumulated balance brought forward from previous year.	Number of days leave applied for		Leave granted		Balance of carried	If leave refused amount of leave and date and reason of refusal
	From (date)	From (date)	To (date)	To (date)		
I	2		3		4	5

Name and address of employer/establishment Account for the year

Occupation

Date of entry into service.....

Casual leave

Leave salary paid	Leave salary paid to discharged employee or on his quitting employment after having applied for and having been refused leave.		Due Number of days	Availed of (Number of days with dates).	Balance (number of days.)
	Date of discharge etc.	Date and amount of payment made in respect of leave.			
6	7		8	9	10

Note. -A separate page should be allotted in the register in respect of each employee.