

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 1st 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 | | |
| | | | | | From | To | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

(Contd.....)

| 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 1st 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) x 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.