

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 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	Lay off	Maternity	Leave	Total		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: The leave book shall be made out separately for giving to each worker on thick bound sheets.