FORM OF LEAVE ACCOUNT UNDER THE REVISED LEAVE RULES 1981

(Approved vide finance Division's letter No.F.1(3).Rev.1/78 dated 18-1-1979)

Leave Account of Mr./Miss./Mrs.---------- **Date of commencement of service:**----------

Date of attending the age of superannuation :----------

Government/Department served under	Period of Duty				leave earned on full pay (4 days for each calendar month)	Leave at credit (columns+6)	LEAVE TAKEN															
							Period		leave on full pay without medical certificate to maximum of 120 days& 365 days in case of LPR	Leave on full pay medical certificate subject to a maximum of 180 days	Leave on full pay on medical certificate subject to a maximum of 365 days in entire service	Leave on half pay		Recreation leave of 15 days in a year but 10 days to be debited	Leave not due		Absence		Total leave (columns) (10+11+12+14+15+17+19)	Balance on 1-7-1987 return from leave (code7-20)	Ramarks	Attestation
												In terms of half pay	in terms of full pay		In terms of half pay	Interms of full pay	Actual no. of days	No. of days debitable double the actual number)				
	From	to	Y.M.D.	F.Yr.	Days	Days	From	To	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23