

NAME OF ESTT:

LEAVE BOOK
REGISTER OF LEAVE WITH WAGES
FORM 20 (RULE -105)

S.N.	NAME OF THE EMPLOYEE	\$\$	FOR THE YEAR -	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
			TOTAL WORKING DAYS OF THE MONTH													
	FATHER/HUSBAND NAME		NO. OF DAYS WORK PERFORMED													
	DEPARTMENT	a	AUTH. LEAVES / MATERNITY LEAVE WITH WAGES													
		b	LOCK OUT AND LEGAL STRIKE													
	OCCUPATION	c	LEAVE WITH WAGES ENJOYED													
		d	INVOLUNTERY UNEMPLOYMENT OR LAY OFF DAYS													
	RATE OF WAGES	e	SICK NESS AND ACCDENTS													
		f	CASUAL LEAVE													
	DATE OF ENTRY	g	PAID HOLIDAY													
		h	ABSENT / OTHERS													
			TOTAL													
WHETHER LEAVE WITH WAGES REFUSED IN ACCORDANCE WITH SCHEME U/S 79(8)																
WHETHER LEAVE WITH WAGES NOT DESIRED DURING THE NEXT CALENDER YEAR																
CASH EQUIVALANNT OR ADVANTAGE ACCORING THROUGH CONCESSIONS SALE OF FOOD GRAINS OR OTHER ARTICLES																
RATE OF WAGES FOR LEAVE WITH WAGES PERIOD																
REMARKS:																
			DISCAHRGED WORKER:-	DATE AND AMOUNT OF PAYMENT MADE IN LIEU OF LEAVE WITH WAGES DUES												
			DATE OF DISCHARGE	DATE												PAYMENT
				DATE												PAYMENT

LEAVE WITH WAGES TO CREDIT		
	DAYS	
BALANCE LEAVES FROM PRECEDING YEAR		
	DAYS	
LEAVE EARNED THIS YEAR		
	DAYS	
TOTAL LEAVE		
YEAR	DAYS	
LEAVE WITH WAGES ENJOYED		
FROM	TO	DAYS
FROM	TO	DAYS
REM. PAID AMT.		DATE
REM. PAID AMT		DATE
BALANCE LEAVE TO CREDIT		
	DAYS	
SIGN.		

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	DAYS	
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	DAYS	
LEAVE EARNED THIS YEAR		
	DAYS	
TOTAL LEAVE		
YEAR	DAYS	
LEAVE WITH WAGES ENJOYED		
FROM	TO	DAYS
FROM	TO	DAYS
REM. PAID AMT.		DATE
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BALANCE LEAVE TO CREDIT		
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