

Earned Leave Account (Old)

[illegible]

Earned Leave Account (New)

			Adv. Credit/Credit as on/for the year in case of vacation dept.		
			No. of days credited		
			Leave @ credit (i.e. balance in Col.No.1+2		
			Initials of the Head of the Officer / AOA		
			Leave availment and Sanction		
				Dates	
					From
					To
					Total No. of days
			Prefix		
			Suffix		
			Grounds / Reasons		
			Balance after sanction of leave i.e. Col.No.3-7		
			State Rule Position for sanction of leave		
			Leave Sanction Authority and their orders		
			Signature of the Head of Office / Any other Attesting Officer		
			Remarks (in case the leave spell is not regularised in time state period of leave spell and reason		

Half Pay Leave Account (Old)

[illegible]

Half Pay Leave Account (New)

[illegible]