

FORM -15
Prescribed under Rule 114

Register of leave with wages

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|--|---|---|
| 1. Name | 6. Designation | 9. Date of payment in lieu of leave with wages due in such cases |
| 2. Sex | 7. Date of joining employment | 10. whether leave in accordance with scheme under scheme 79(8) was refused. |
| 3. Father's/
Husband's name | 8. Date of discharge/
dismissal/quitting employment/
Superannuation/
death while in service. | |
| 4. Serial number in the Register of adult/child worker | | |
| 5. Department | | |

Calendar year of service (ie. Previous year)	Leave due as on 1 st January of the year in Column 1		Leave availed during the year				Leave refused out of regular leave mentioned in column 3
			Refused	Regular	Dates		
					From	To	
1	2	3	4	5	6	7	8

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Number of working days for computation		Balance of leave
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of leave during the year mentioned in Column 1					Regular leave earned for the year mentioned in Col.1	admissible on Ist January of the year following the year mentioned in Col.I	
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 (ie. Col.4 + Col.5 in days)	Details of wages paid			Total wages paid for the period of leave with wages enjoyed(Rs.) (Col.17 x Col.20)	Signature
	Normal rates of wages excluding of any overtime as well as bonus but including of Dearness Allowance (Rs.)	Cash equivalent of the advantages occurring through the concessional sale of food grains and other articles	Rate of wages for leave with wages paid (Rs.) (Col.18 + Col.19)		
17	18	19	20	21	22

- Notes: 1. Separate register should be maintained for Adult/Child.
2. A child will include an adolescent worker who has not been certified fit to work as an adult.
1. A separate page should be maintained in respect of each worker.
 2. Leave earned in column 14 is calculated on the basis of number of days worked given in column 9.
 3. 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.
 4. Delete which is not required.