



TEA BOARD
FORM OF LEAVE ACCOUNT

Name of the Officer Date of birth
 Domicile Date of Compulsory retirement

Date of commencement of continuous service.....
 Confirmed on

Duty		EARNED LEAVE		Leave Taken		Balance on return from leave (column 5 - 8)		Length of Service		Credit of Leave		ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATES												REMARKS					
From	To	No. of days	Leave earned (in days)		Leave at credit (in days columns 9 - 4 Subject to the appropriate limit)		Leave Taken		Balance on return from leave		From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	Total leave taken (Cols 24-25)	Total leave pay (Cols 24-25)	Bills sent off from leave (14-25)	
			Leave earned (in days)	9 - 4 Subject to the appropriate limit	From	To	No. of days	From	To	No. of days																			From
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27			

