

FORM LEAVE ACCOUNT

Revised Leave Rules, 1933.

[As modified by M.O.F. No F. 2.(1) Estt. [(Sol.)48, dated the 24-02-49]
All India Services (Leave) Rules, 1955

Name of Government Servant..... State Service

Date of birth

Date of compulsory retirement.....

Appointment to..... Direct/From

Domicile.....

Date of commencement of continuous service...

EARNED LEAVE					HALF PAY LEAVE ON PRIVATE AFFAIRS AND ON										MEDICAL CERTIFICATE INCLUDING COMMUTED LEAVE AND LEAVE NOT DUE																	
DUTY			Leave earned (in days)	Leave on credit (in days) columns 9+4 subject to the appropriate limit	LEAVE TAKEN			LENGTH OF SERVICE		CREDIT OF LEAVE			AGAINST THE EARNING ON HALF PAY			Commuted leave on M. C on full pay (limited to 240 days in entire service)	Commuted leave converted into half pay leave (twice of col. 20)	Leave taken						Balance on return from leave (Col 14-29)	Remarks							
From	To	period in days			From	To	No of days	From	To	No of completed years	Leave earned (in days)	Leave at credit (Col. 30+13)	From	To	No of days			Leave not due limited to 360 days in entire Service			TOTAL leave not due (Col. 24+27)											
From	To	period in days	From	To	No of days	From	To	From	To				No. of days	From	To			No. of days	From	To		No. of days										
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	28	29

NOTE :- 1. Period of Extraordinary leave taken should be noted in red ink in column 31 for remarks.
 2. The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service the time the half pay leave commences. In cases where a Govt. servant completes another year of service while on half pay leave the extra credit should be shown in columns 10 to 14 by making suitable additional entries and this should be taken in to account when completing column 30.
 * Applicable to those governed by All India Services (Leave) Rules, 1955.

Notes 3. Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at the earlier rate should be rounded off to the nearest day, i. e., fraction below half should be ignored and that of half or more should be reckoned as a day.
 4. When a Government servant is transferred for service to any place outside India, a separate subsidiary leave account should be opened in the form in order to find out the amount of leave earned in respect of such service for the purpose of exemption of the leave salary drawn outside India from the recovery of Indian Income-tax at source.
 5. In respect of officers appointed under rule 10 (3) of All India Service (Leave) Rules, 1955, suitable opening entry showing the total leave due on the date of appointment to the service with an indication of the date on which he comes within the purview of the rules entirely should be made in the relevant columns.