Name of the Employee _____

Date of Commencement of Continuous Service _____

Date of retirement/resignation _____

SHYAM LAL COLLEGE (EVENING

LEAVE ACCOUNT (NON TEACHING

184

EARNED LEAVE											HALF PAY LEAVE ON PRIVATE				
Particulars of service in the calender half year		Completed months of service in the calendar half year	E.L. Credited at the beginning of half year	No. of days of other kinds of leave (HPL) commuted leave, leave not due & EOL (column 19+22+22C+30+33) availed of during the prev. cal. half yrear	E. L. to be deducted (1/11th of the period in col. 5)	Total E.L. at credit in days (col. 4+11—6)	Leave Taken			Balance of E.L. on return from leave (col. 7—10)	Length of Service			Credit of Leave	
From	To						From	To	No. of days		From	To	No. of completed years	Leave Earned in days	Leave at credit (column 15+32)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

NOTE : 1. The Earned Leave due should be expressed in days.

2. When the college employee is appointed during the course of a particular Calendar half-year, E. L. should be credit @ 2½ days for each completed month and the fraction of a day will be rounded to the nearest day.

3. The old leave account in respect of existing college employee has to be closed and the balance as on will have to be carried forward to the new account in col. 11; while doing so, the balance credit on may be rounded to the nearest day.

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