



IRCON INTERNATIONAL LIMITED
(A Government of India Undertaking)

LEAVE ACCOUNT

Name of Employee : _____

Designation: _____

Employee Code _____

Date of Appointment: _____

Date of Superannuation: _____

Status: _____

* Leave not due, Extra-ordinary Leave Without Pay, Special Disability Leave, Quarantine Leave; Maternity Leave; Paternity Leave, etc.

Opening Balance	Half Year	Dates on which leave availed			Leave on Average Pay (LAP) / Earned Leave (EL)						Leave on Half Average Pay (LHAP)			Other kinds of leave*		Initials of		Remarks
					Credit		Debit		Balance		Credit	Debit	Double debit, if commuted	Balance	Nature of Leave	No. of days	Clerk	
		Encashable	Non-encashable	Encashable	Non-encashable	Encashable	Non-encashable	Total										
From	To	Total	Encashable	Non-encashable	Encashable	Non-encashable	Encashable	Non-encashable	Total	Credit	Debit	Double debit, if commuted	Balance	Nature of Leave	No. of days	Clerk	Officer	Remarks