

SECTION \_\_\_\_\_

**STATEMENT SHOWING DETAILS OF LEAVE AVAILED BY OFFICERS/STAFF DURING  
\_\_\_\_\_SESSION OF RAJYA SABHA**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Employment No.</b>	<b>Month for which 'Other Allowance' is admissible at full/half rates</b>	<b>Nature and period of regular leave availed (month wise) during the period for which 'Other Allowances' is admissible at full/half rates</b>	<b>Total number of days of leave availed (Month wise)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>

**Signature of the Head of the Section / Officer concerned**

**Dated :**