

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
CHANDIGARH CENTRE

(Format to be downloaded from www.nielitchd.in)

MONTHLY ATTENDANCE REPORT OF CONTRACTUAL IT FACULTY
OF HIMACHAL PRADESH SENIOR SECONDARY SCHOOLS
FOR THE MONTH OF _____, 2013

Name and address of the School:

E-Mail:

Phone/Mobile of School/Principal:

Attendance (To be verified by the Principal)

1. Faculty(s) Name (As per Employment Agreement) and Designation :

Serial number	Name (Block Letters)	Designation	Employee code (as Allotted by NIELIT) (Compulsory)	Number of days in a month	Number of days for which salary to be drawn	Number of days for which salary not payable with reason

2. Leave record (Admissible leave one in a month)

Serial Number	Name	Total leave due @ one per month since joining	Leave taken during the month	Total leave availed upto this month	Balance leave due at the end of this month

Dated _____ Signature of School Principal with seal

Note:

- Employee code must be filled otherwise attendance may not be considered.
- The attendance report should reach NIELIT Chandigarh Centre by 2nd of the following month.
- Principal will ensure that leave more than due (one in a month) is not sanctioned to the faculty in advance.
- Attendance may be sent either by e-mail on chdhps@gmail.com or by fax at Number- 0172-2703283 or by post. Only one mode be used to avoid duplicacy.
- E-mail address and phone no. of school Principal be filled for record / directory.