



103. Attendance Report
GVD/ GVH.....
Monthly Attendance Report For the Month of.....

1	2	3	4	5	6		7		8		9		10		11	12	13	15	16
Sr. No.	NAME of The Employee	Desi.	Place of Posting	Total days of month	No. of C.L. Availed		S.L.		R.H.		E.L.		Absent with date		Total (6+7+8+9+10)	Total Attendance	Pre. CL Bal.	CL in Bal.	Remarks if any
					Date	Total	Date	Total	Date	Total	Date	Total	Date	Total	Total				

Des. No..... Dated.....

Sign