



Indira Gandhi Delhi Technical University For Women

(Formerly Indira Gandhi Institute of Technology)

Kashmere Gate, Delhi-110006

Format for sending monthly attendance report/event report for Teaching/Non-Teaching Employee

(Separate proforma should be furnished for Teaching & Non Teaching)

Period: 01st _____ 2013 (date of preceding month) to 30th/31th _____ 2013 (Current Month).

1. Regular Employees

Sr. No.	Name of Employee	Designation	Employee Code	Whether any leave taken during the period, E/L, M/L, P/L, EOL or CCL etc. give details.	Date of the leave application forwarded to Personnel Branch	Unauthorized absence, if any	Remarks

2. Contract Employees

Sr. No.	Name of Employee	Designation	Employee Code	Whether any leave taken during the period, give details.	Date of the leave application forwarded to Personnel Branch	Unauthorized absence, if any	Whether the extension exist of not.

Note: As per laid down condition, long-term contract employees are entitled for total leave of 30 days per year (inclusive of all types) and short-term contract employee one leave per month.

Signature of HOD/Branch Incharge