

ATTENDANCE FORM FOR NCPUL CABA –MDTP

MONTHLY ATTENDANCE REPORT FOR THE MONTH OF _____, Year _____

Centre Code: _____

Date: _____

Name of the Centre: _____

Address: _____

City: _____

State _____

Pin code: _____

E-Mail: _____

Phone No. _____

Mob. No. _____

Attendance (To be verified by Centre Incharge)
(From 1st to 30th /31st of the Month)

1. Faculty Name (In Block Letters as in Agreement) Mobile No: _____

Designation (as per agreement) Total Month Total working Present Days Absent Days
Days Days
Sign _____

2. Faculty Name (In Block Letters as in Agreement) Mobile No: _____

Designation (as per agreement) Total Month Total working Present Days Absent Days
Days Days
Sign _____

3. Faculty Name (In Block Letters as in Agreement) Mobile No: _____

Designation (as per agreement) Total Month Total working Present Days Absent Days
Days Days
Sign _____

Note: -

1. Send the signed and stamped scanned copy of this report at email: doeaccncpul@yahoo.in of NIELIT Chandigarh Centre by 1st of the following month along-with the detailed attendance sheet.
2. Hard copy of the signed and stamped attendance report must be received latest by 4th of the following month at NIELIT Chandigarh, Roper Campus, Birla Farms, Bada Phull, Ropar-140001 (Punjab).

Signature of Centre I/C with seal

Detailed Attendance Sheet

Month & Year _____

Name of Faculty	Designation	Attendance
-----------------	-------------	------------

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Name of Faculty	Designation	Attendance
-----------------	-------------	------------

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Name of Faculty	Designation	Attendance
-----------------	-------------	------------

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note: -

Name of Faculty who has resigned in the above period: _____

(Notice period to be observed by faculty)

Date of Resignation: _____

Date of Relieving: _____

Signature of Centre I/C with seal