Performa (01-April-2023 to 30-April-2023)

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2. Kindly fill all the columns of the forms as it is mandatory and make sure that the attendance reaches at NIELIT Shimla, Cedarwood Building, Jakhoo Road, Shimla-171001 or in Email ID (shimla@nielit.gov.in) by email of principal latest by 2nd day of the following month.

Date of Resignation: _____/____ (Please send resignation letter in original to NIELIT Shimla)

month.
3. File name of the attendance must be in the format of H-YYYYMM-EmpID. For example if your Emp-id is H-115215 then file name for Jan 2023 attendance should be **H-202301-115215**.

Emp. code:

- 4. The subject of the Email should also be as "Attendance H-202301-115215"
- 5. The scanned attendance must be visible properly.

Faculty who has resigned/left job during the month: Name: