

Monthly Attendance Report of the contractual faculty of HP Senior Secondary Schools
For the Month _____, Year _____
(Please fill in Block Letters Only)

Name of the School:	
District:	
Principal Name:	Mobile No. (Principal):
E-Mail ID (School):	Phone No. (School):

Detailed Attendance Sheet for the Month _____, Year _____

Notations must be used as **P**-Present, **L**-Casual Leave with Pay, **A**-Absent/Leave without Pay, **H**-Holiday, **S**-Sunday, **ML**-Medical Leave

Name of Faculty1																																		
Emp. Code	H														Mobile1																			
Designation														Mobile2																				
Email ID																															(Sign. of Faculty1)			
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				

Total Present: _____ **Casual Leave:** _____ **Absent:** _____ **Medical Leave:** _____

Remarks if Any: _____

Name of Faculty2																																		
Emp. Code	H														Mobile1																			
Designation														Mobile2																				
Email ID																															(Sign. of Faculty2)			
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				

Total Present: _____ **Casual Leave:** _____ **Absent:** _____ **Medical Leave:** _____

Remarks if Any: _____

Enrolment of IT Students				
	9th	10 th	11 th	12 th
No. of Students				
Class taken by (Faculty Name)				

Fee Deposited Details of previous month		
Amount (In Rs.)	Month, Year	Date of fee deposit

Date: _____

(Signature of Principal/Officer In-charge with Seal)

Note:

- Faculty who has resigned/left job during the month: Name: _____ Emp. code: _____
 Date of Resignation: ____/____/____. (Please send resignation letter in original to NIELIT Shimla)
- The faculty is allowed only 1 CL (Casual Leave) in a month and CL is cumulative till contract agreement of faculty. In case of new agreement with faculty, CL will be accumulated from fresh. Concern Principal is requested to maintain leave record of faculties and verify before certifying the attendance of faculties.
- The faculty is allowed 6 medical leave (w.e.f. 01-Jan-2017 onwards) in one calendar year with medical certificate duly signed by Principal/Officer in-charge of the school. Number of leaves can be availed only in proportionate to validity of contract agreement.
- Kindly fill all the columns of the forms as it is mandatory and make sure that the attendance reaches at NIELIT Shimla, Cedar wood 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.**
- 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 2017 attendance should be **H-201701-115215**.
- The subject of the Email should also be as **“Attendance H-201701-115215”**
- The scanned attendance must be visible properly.**