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

Monthly Attendance Report of the contractual IT 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	**10th**	**11th**	**12th**
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:

1. **Faculty who has resigned/left job during the month: Name: _____Emp. code:_____**
   Date of Resignation: _____/_____/_____. (Please send resignation letter in original to NIELIT Shimla)
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.**
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.**
4. The subject of the Email should also be as **"Attendance H-202301-115215"**
5. **The scanned attendance must be visible properly.**