**Absentee Report for the..............(Month)............(Year) in respect of Contractual staff /Outsourced, deployed in the................. (Name of the Deptt.)**

<table>
<thead>
<tr>
<th>Employee Code</th>
<th>Name</th>
<th>Designation</th>
<th>Leave Type (CL/EL/CPL (Compensatory))</th>
<th>Total no. of leave availed in month (differentiate each CL/EL/CPL)</th>
<th>Date(s)/ Leave Availed during the Reported Month</th>
<th>Remarks (if any) (CPL in lieu of) (if half day leave mention 1st half or 2nd Half)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
</tbody>
</table>

Note 1: Only TEN CL (Five in Six Months) Admissible during the Calendar Year i.e. From January to December

Note 2: The compensatory leave (CPL) should be availed within two months of its becoming due. Provided that not more than two days’ compensatory leave is allowed to be availed at a time.

**Signature of HoD/Branch I/c**

Name:......................................

Designation..................................

Date......................................

**Must be sent to Computer Center on 25th of every month**

(Fill only for those employees who availed leave during the month)