



PI's Phone No.: .

ABSENTEES' STATEMENT

(to be submitted by 24th of every month to release the salary)

Project No.*					
Employee Id.*					
Attendance Report For The Month Of					
Period (should be from 21 st day of the previous month to 20 th day of the salary month)		From		To	
Sl. No.	Name & Designation of the employee	Was absent unauthorisedly or without sanction of any leave (Yes/No)	If Yes, Period of Absence		Remarks
			From	To	
1.					
2.					
3.					
4.					
5.					

Note: * mark fields are mandatory.

Signature of the Principal Investigator

Head of the Academic Division

Date:.....

Date:.....

To,
Head of the Section
Academic Research Section
Indian Institute of Technology Guwahati
Guwahati – 781039