



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

सहभागिता तथा विशेष पहल कार्यालय

OFFICE OF THE INDUSTRIAL INTERACTIONS AND SPECIAL INITIATIVES

FORM NO. II&SI- S7

PI's Phone No.:

ABSENTEES' STATEMENT

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

Project No.					
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.					

Signature of the Principal Investigator

Date :

To,
Head of the Section
Office of Industrial Interactions and special Initiatives
Indian Institute of Technology Guwahati
Guwahati – 781039