

ATTENDANCE FORM FOR PROJECT STAFF

I,.....have attended to my duties during the  
month of..... 2011. I have availed/not availed leave  
from.....to.....during this month.

Signature of individual  
Name.....  
Designation.....  
Staff No.....

Signature of the Project Leader\*  
Name.....  
Date.....

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\* To be signed by the person authorized in case of official tour etc. of Project Leader