

**ANNEXURE-I**

**DAILY ATTENDANCE DETAILS TO BE SUBMITTED TO THE  
SECRETARIAT ADMINISTRATION DEPARTMENT BEFORE 10:00 AM  
[Ref. OM No. S(E) 44/2019/81, dated 07-12-2020]**

**A. Name of Department :-**

**B. Date :-**

Sl. No.	Name of Cadre/Post	Total No. of employees working in the Deptt.	Total No. of employees yet to turn up till 9:30 AM	Name and designation of employee(s) yet to turn up till 9:30 AM	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
01.	Superintendent				
02..	Sr. Admn. Asstt.				
03.	Jr. Admn. Asstt.				
04.	Sr. Grade C.O./C.O.				
05.	Supervisor/RMCO/RMO/Helper				
06.	Grade-IV				
07.					
	<b>Total No.</b>				

**List of employees who are on CCL/EL/ML/Commuted Leave etc.**

Sl. No.	Name and designation of employee	Kind of leave	Period of leave	Remarks

Signature of Superintendent