

EAST DELHI MUNICIPAL CORPORATION

EDMCP School,

ABSENTEE DETAILS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Sanctioned Leave				For Leave							
Name of Absent Employee	Salary (Monthly) of Absent Employee	Type	Duration	Date of Starting Leave	Date of Joining (To be filled after joining)	Monthly rate	Actual Amount for absence in The current Month	Name of Deputed person due to Absence	Actual basic Pay of Deputed Officer	Deputation Allowance (Monthly Rate)	Sum of Column 7 and 11 of Every Absent Employee	Actual pay of Absent Employee in the current Month	Total Additional Load of Every Absent Employee	Remark

Certified that all the leaves mentioned have been granted according to the rules and regulations specified. I am satisfied that these leaves actually existed and have been sanctioned. These leaves are also mentioned in the service book of the Employee Mentioned.

Date:

Office