

MONTHLY ATTENDANCE SHEET FOR DEPLOYMENT OF OUTSOURCED MANPOWER

P = Present, A = Absent, R = Rest, H = Holiday, S = Sunday

NAME OF THE SECTION / SCHOOL: _____ **FOR THE MONTH OF:** ____ / 20 ____

Sl. No.	Name *	Category	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Duty	Extra Duty in Hour**	Total	REMARKS		
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Full Signature of Head of Section :
 Full Name with Designation :

* Certified that, none of the above persons was engaged in the residence of any official or deployed for any personal purpose.
 ** Attached herewith a copy of the overtime register duly signed.