

**National Institute of Electronics & Information Technology (NIELIT –HQ)**  
**NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110077**

**ABSENTEE STATEMENT OF CONTRACT EMPLOYEE FOR THE MONTH OF \_\_\_\_\_-2024**

**For Period from 01<sup>st</sup> \_\_\_\_\_ to 25<sup>th</sup> \_\_\_\_\_ 2024**

S. N	Name of the Employee	Designation	Remuneration	Contract Period From-To	Leave		Nature of Leave	Absent from Duty		Remark
					From	To		From	To	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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16										
17										
18										
19										
20										

**Encl: Bio-Matric Attendance**

HOD/ Head of Wing

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Prepared by