

**UNIVERSITY OF KERALA
EXTRACT OF ATTENDANCE**

STATEMENT OF ATTENDANCE OF THE _____ DURING THE PERIOD FROM 21ST OF _____ (MONTH/YEAR) TO 20TH OF _____ (MONTH/YEAR)

Emp ID	Name & Designation	Monthly Pay	FN / AN	Month of _____ 2014											Month of _____ 2014											Total No. of Eligible Days							
				21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11		12	13	14	15	16	17	18
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NB : Copy of orders sanctioning LWA etc other than casual leave to be attached.

CERTIFICATE

Certified that the above mentioned contract employees have attended their duties as shown above.

Place :

PRINCIPAL / HOD / Head of Office

Date :

(Name and Signature)

FOR THE USE OF AUDIT SECTION

Verified by

Compared by

Section officer

Assistant Registrar

Deputy Registrar / Finance Officer