

UNIVERSITY OF KERALA

STATEMENT SHOWING THE LEAVE DETAILS OF CONTRACT EMPLOYEES,

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

(To be submitted along with extract of Attendance to the concerned section on or before the 23rd day of every month before 5 p.m)

DEPARTMENT / OFFICE / CENTRE : _____

Employee ID	Name and Designation of the Employee	Period of Contract	Total no. of Casual Leave already taken	Number of casual leave taken during the Salary month	Balance Casual Leave	Details of LWA / Unauthorised absence during the Salary month	Details of LWA / Unauthorised absence during the current contract period

Certified that the particulars furnished above are verified as per the leave account maintained in this office and are found correct.

Place :

Date :

Office Seal

Principal / HOD / Head of Office
(Name and Signature)