

ATTENDANCE

Staff

BMT Wing

JANUARY - 2023

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM

Attendance of 1 / 2023

NonAcademic Staff

No. Per & Admn(G1)TK/NA/JAN/2023

Dated 23/04/2023

Sub :Late arrival/early departure/punch missing and absent report -remarks called for

**As per the computerized attendance data the following punch missing /absence, late arrival etc.
are noted during the month of January 2023**

Printed as:Date {L:Late in minutes,E:Early departure,M.I -Punch missing IN,M.O-Punch missing OUT,R-Roster mismatch}

Name, Designation and details of Ecode Late arrival etc.	Dates of absence/Late/Early>2Hrs	<u>Total leaves</u> <u>to be deducted</u>
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**Remarks if any, may be submitted to this office with the comments of the HOD on or before 25.04.2023
for consideration so as to regularise the attendance as per rules.**

ADMINISTRATIVE OFFICER

To
Notice Board BMT WING / Intranet

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM

Attendance of 1 / 2023

Temporary Staff

No. Per & Admn(G1)TK/TEMP/JAN/2023

Dated 23/04/2023

Sub :Late arrival/early departure/punch missing and absent report -remarks called for

**As per the computerized attendance data the following punch missing /absence, late arrival etc.
are noted during the month of January 2023**

Printed as:Date {L:Late in minutes,E:Early departure,M.I -Punch missing IN,M.O-Punch missing OUT,R-Roster mismatch}

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