ATTENDANCE

Staff

BMT Wing

FEBRUARY - 2023

Sree Chitra Tirunal Institute for Medical Sciences and Technology, Trivandrum

Attendance of   2 / 2023

NonAcademic Staff

No. Per & Admn(G1)TK/NA/FEB/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 February   2023**

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

Ecode	Name, Designation and details of Late arrival etc.	Dates of absence/Late/Early>2Hrs	Total leaves to be deducted

**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

Attendance of   2 / 2023
Temporary Staff

No. Per & Admn(G1)TK/TEMP/FEB/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 February   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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ADMINISTRATIVE OFFICER

To
Notice Board   BMT WING / Intranet