

MINISTRY OF ECONOMIC AFFAIRS ABSENTEE STATEMENT

DEPARTMENT/DIVISION/SECTION :

MONTH :

Sl.#	Name & Position Title	Leave Availed									No of Unauthorized leave Taken	Date		Remarks
		No. of Casual Leave	Date		No. of Earned Leave	Date		Other Leave (ML/PL/ML)*	Date			Date	To	
			From	To		From	To		From	To				
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														

**Name & Signature of the Immediate Supervisor
with official seal**

Note :

- Number of normal leave (days) availed by the employee during the month may be shown in the respective leave column .
- Employees not reported for duty without approval may be recorded as unauthorized leave and may be indicate in its column.
- Other Leave (ML/PL/ML/BL)* ML - Medical Leave, PL - Paternity Leave, ML - Maternity Leave, BL - Bereavement Leave (The employees should submit the supporting documents (in-original) to the concern HRS for regularisation of the period.