

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY: NEW DELHI

DAILY ATTENDANCE REPORT (to be reached by 9:45 a.m.)

Dated: _____

1. Name of the Section/ Lab :

2. Total No. of staff working
in the section/lab (technical/non-
Technical & Class- IV/ Contract) :

3. No. of Staff present :

4. No of Staff on Leave :

S.No	Name and Designation	Period of Leave		Nature of Leave
		From	To	

5. No. of Staff absent

S.No	Name and Designation	Whether any Information	If yes, expected Arrival time

Signature : _____

Name : _____

(in Block letters)

Designation : _____

Time of receipt in the Director Office:
(to be filled by director office)