SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, HEAD QUARTERS, KALADY

SECTION: .....ATTENDANCE STATEMENT : MONTH :

(From 26th of previous month to the 25th of current month)

Sl.No.	Name	Designation	Details of leave/absence during the months specify the dates				Total No. of D/L availed till date	Total No. of CL availed till date	Remarks applied/sanctioned
			O/D	D/L	HPL/EL/LWA/ Com.L	CL/Spl./C/L			

The details furnished above are verified by me and found correct. In case, any mistake is crept in the statement, I solely responsible for the same.

Place :

Date :

Signature & Name of the S.O with date