

**Format for forwarding of Staff attendance
(To be filled and verified by the Unit In charge)**

Unit - III

Attendance for the month of: Dec. 2017

Sr.No	Name of the staff	Days present	Days absent	Reason for leave
	Dr. Sumeeth Chaudhari	23 days	8 days	CL
	Dr. Mukesh Sancheti	6 days	—	—
	Dr. Vikas Ataram	30	1 day	CL
	Dr. Abhinav Mishra	31	0	
	Dr. Sandip Pusane	31	0	
	Dr. Ashish Kulkreja	31	0	
	Dr. Rohit Chatur Gang	31	0	
	Dr. Vaibhav Kadam	22 days	9	CL
	<u>Tauma Centre</u>			
	Dr. Ajay Surwade	31	0	

(Signature)

Signature of the Unit In charge

- Please assure that the staff is present for expected duration. In case absent for half day please mark leave for half day.