

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

Unit - IV

Attendance for the month of: Dec. 2017

Sr.No	Name of the staff	Days present	Days absent	Reason for leave
	Dr. Bavin Aggarwal	30 days	1 EE	CL
	Dr. Suresh Sah	28 days	3	CL
	Dr. Swapnil Hajare	31	0	
	Dr. Siddharth Gupta	25 days	6	
	Dr. Sanadhan Munde	31	0	
	Dr. Bhushan Patil	31	0	
	Taruna Centre.			
	Dr. Sasang Sawarbandhe	31	0	
	Dr. Anupam Inamdar	31	0	

[Handwritten 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.