



# Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daultapur, Main Bawana Road, Delhi – 110 042

**Absentee Report for the.....(Month).....(Year) in respect of Contractual staff /Outsourced, deployed in the..... (Name of the Deptt.)**

Empl oyee Cod e.	Name	Designation	Leave Type (CL/EL/ CPL (Compe nsatory)	Total no. of leave availed in month (differenti ate each CL/EL/C PL) (5)	Date(s)/ Leave Availed during the Reported Month	Remarks (if any) (CPL in lieu of) (if half day leave mention 1 <sup>st</sup> half or 2 <sup>nd</sup> Half)
(1)	(2)	(3)	(4)		(6)	(7)

**Note 1: Only TEN CL (Five in Six Months) Admissible during the Calendar Year i.e. From January to December**

**Note 2: The compensatory leave (CPL) should be availed within two month of its becoming due. Provided that not more than two days' compensatory leave is allowed to be availed at a time.**

**Signature of HoD/Branch I/c**

**Name:.....**

**Designation.....**

**Date:.....**

**Must be sent to Computer Center on 25<sup>th</sup> of every month**  
**(Fill only for those employees who availed leave during the month)**