

कार्यालय का नाम .....

Old G.A. 90/GPAR 194

New G.A.40

### ABSENTEES STATEMENT - अनुपस्थिति विवरण-पत्रक

सत्र :- 2023-24

माह :-

अनुपस्थित कर्मचारी का नाम	वास्तविक वेतन दर	रिक्त स्थान का पद एवं वेतन की दर	अनुपस्थिति का विवरण				अनुपस्थित के भत्ते की मासिक दर	महालेखापाल के कार्यालय में पूर्ति हेतु		स्थानापन्न अधिकारी (यदि कोई हो)				महालेखापाल के कार्यालय में पूर्ति हेतु
			किस्म	अवधि	पूर्वाह्न या मध्याह्न से	पूर्वाह्न या मध्याह्न तक		E.C.	S.	नाम	स्थायी पता	स्थायी वेतन	स्थानापन्न के लिए अधिक वेतन	
1	2	3	4	5	6	7	8	9		10	11	12	13	14
Nil														

दिनांक :-

वेतन प्रेषक अधिकारी के हस्ताक्षर एवं पद

Note :-

1-In column 4 Should be stated "full average pay", "without pay", "other duty", "In transit", "transferred to", "suspended, ect. The date for each being specified as far as column 6 and 7. In case of suspension it would be noted whether or not the period for person.

2- The statement should be divided off into sections corresponding to sections in the bill, arrangements affecting one section only being shown together.

3- When the leave salary noted in column 8 differs from that based on the rate of pay noted in the last establishment return particulars of the calculation should be given in form GA91 attached to the first bill no which leave salary is drawn. If the calculation involves pay drawn outside the officers substantive section, references to the vouchers in which sums were drawn should also given.

4- All changes in the personl of the permanent establishment due to retirement, transfers, deaths and consequent new appoinment and increases and decreases of cards or establishment should be shown. The number of posts left unfilled should be noted at the end of each section and if there is no unfilled post any month the facts should be recorded. Vacancies against which officiating arrangements have be made should be shown individually and in full details.