Office of the.....

Old G.A.90/GFAR 194

Absentee Statement (अनुपस्थिति विवरण–पत्रक) माह–

New G.A. 40/Rule 154

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	पूर्वान्ह या मध्यान्ह से	पूर्वान्ह या मध्यान्ह तक				नाम	स्थाई	स्थाई वेतन	स्थानापन्न के लिए अधिक वेतन		
1	2	3	4	5	6	7	8	E.C. 9	S.	10	11	12	13	E.C. 14	S.

दिनांकः

वेतन प्रेषक अधिकारी के हस्ताक्षर एवं पद

Notes:-

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

2. The statement should be devided 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 GA 91** attached to the first bill in which the 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 be given.

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