

**ABSENTEE STATEMENT****List of absentees during the month of ..... 19.**

Name	Rank	Monthly pay	Leave		Rate of leave salary	Name of substi tute if any	Rate of allowanc e payable to substitute	Difference between pay as drawn in the previous month and as now drawn		
			Nature of leave and rules under which granted	Period				More	Less	
				From						To
		Rs. P.					Rs. P.	Rs. P.	Rs. P.	

Certified that in the case of subordinates no leave was granted until I had satisfied myself, by reference to the applicant's leave account and record of service and to the rules on the subject, that it was admissible and that all grants of leave, departures on and returns from leave, all periods of suspension, or deputation, all increments, transfers and reduction and all appointments and promotions, temporary or permanent, have been recorded in the records of service of the persons concerned under my signature.

.....  
**Signature of Officer signing the pay bill**

Note. – The opening entry in Memorandum of Differences (Annexure II) will be the amounts carried over from this form except in the case of Gazetted Officers, pay bills in respect of which Memorandum of Differences (Annexure II) is not prepared.

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