

T.R. FORM NO. 19
[See sub-rule (1) of T.R. 4.099]

ABSENTEE STATEMENT

D.D.O. Code _____

Name of Absentee with designation	Reference to Item No. in the establishment bill	Designation of vacant Post (in case of officiating arrangement)	Nature of Absence				Name of Government employee officiating against the vacancy	Reference to Item No. in the establishment bill
			Kind	Period	From (Fore/Afternoon)	To (Fore/Afternoon)		
1	2	3	4	5	6	7	8	9

Dated _____ 20____ Bill Clerk _____ Accountant _____ Signature and Designation of Drawing Officer _____

Notes:-

1. In Column 4 it should be stated 'Earned/half pay leave', 'Other duty', 'Officiating _____', 'in transit', 'transferred to _____', 'suspended', etc., the date for each being specified as far as possible in Columns 6&7
2. The statement should be divided off into sections corresponding to sections in the bill. Only those arrangements affecting one section being shown together.