



NITRR/ACC/2014/222

Date:- 23/04/2014

Circular

Presently the attendance sheet for Contract & Daily Wage workers are being received by respective departments to Accounts section in different formats for preparation & payment of Consolidated remuneration to contract staff & Wages for daily wages workers including Security Guards. Therefore, for smooth working a Uniform format of Attendance sheet for Contract staff as well as daily wages workers are enclosed herewith.

All the HODs/Section Heads are requested to forward the attendance of Contract staff as well as Daily wage workers in the enclosed format separately from the month of April 2014 onwards.

Registrar
NIT Raipur

Copy to:

1. Director for kind information please.
2. All Dean/All HoD / Section Head for information and necessary action.
3. Webmaster, for uploading format in institute's website.



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