



## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

### CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)  
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

#### DAILY WAGES ATTENDANCE CARD

Photograph

YEAR \_\_\_\_\_ MONTH \_\_\_\_\_

NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

DESIGNATION \_\_\_\_\_ SANCTION PERIOD \_\_\_\_\_

DATE	ARR.	DEP.	SIGNATURE OF REPORTING OFFICER	DATE	ARR.	DEP.	SIGNATURE OF REPORTING OFFICER
1.				17.			
2.				18.			
3.				19.			
4.				20.			
5.				21.			
6.				22.			
7.				23.			
8.				24.			
9.				25.			
10.				26.			
11.				27.			
12.				28.			
13.				29.			
14.				30.			
15.				31.			
16.							

Certified that Sh. / Smt. / Km. \_\_\_\_\_ has attended the office for \_\_\_\_\_ days during month \_\_\_\_\_ 20\_\_\_\_\_. During this period his/ her services were satisfactory/ unsatisfactory. The signature of bearer is given below for verifying at the time of payment.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Name of Reporting Officer:**

**Designation:**

**Branch:**

#### NOTE-

- I. It will be responsibility of the Daily Wages Workers to get the signature of the reporting officer daily at the time of arrival and departure and also to mark attendance as per the attendance of the concerned officer.
- II. The Attendance Card will be returned back the general administration section of Academic Unit after completion of the month duly signed by the Reporting Officer for making the payment of the wages.
- III. No payment of the wages will be released without the Attendance Card. In case of loss of card, a duplicate card will be issued on a payment of ₹ 100/-.
- IV. Merely possession of the Attendance Card will not entitle any bearer to claim regular service/ seniority/ medical/ absorption/ tenure extension etc. or any other facility.

**DIRECTOR (ACAD.&TRG.)**