

# 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)	Kind	Period	Form (Fore/ Afternoon)	To (Fore/ Afternoon)	Name of Government employee officiating against the vacancy	Reference to Item No. in the establishment bill
(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.