

**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.