

GOVERNMENT MODEL SR. SECONDARY SCHOOL
Sector – 33/D, Chandigarh

To

Society for Promotion of IT in Chandigarh
SPIC IT Centre
PEC University of Technology Campus
Chandigarh

Subject: Attendance Certificate of Sr. & Jr. Computer Instructors & Data Entry Operator

Respected Sir,

This is to inform you that attendance for the month of **May, 2012** of Sr. / Jr. Computer Instructor & Data Entry Operator appointed by the SPIC at **GMSSS – 33/D**, Chandigarh is as follows:

S.No.	Name	Designation	Account No.	Total number of days in a month	Total leave availed in a month
1.					
2.					
3.					
4.					

Date: _____

Principal
(Signature & Stamp of Principal)

Note (not part of Sample format): Above format will be filled by all Sr. / Jr. Computer Instructor & DEO of respective school for submitting the attendance of each month.