

G.A.R. 20

(See rule 67)

ABSENTEE STATEMENT

Name of Absentee	Reference to Item No. in the establishment bill	Designation of vacant Post	Nature of Absence				Name of Govt. servant officiating against the vacancy	Reference to Item No. in the establishment bill
			Kind	Period	From (Fore/After noon)	To (Fore/After noon)		
1	2	3	4	5	6	7	8	9

Dated..... 19.....

Signature and Designation of Drawing Officer

Note:-

1. In Column 4 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 and 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.