

NATIONAL INSTITUTE OF FUNDAMENTAL STUDIES PERFORMANCE REPROT

Name

Month of 20.....

Designation

Division/Project

Date	Time		Remarks	Date	Time		Remarks
	Arrival	Departure			Arrival	Departure	
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							

Claimant:

Approval

Approval

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Signature

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Project Leader

.....
Accountant

CODINGS

D : Duty on station
 PL : Paid Leave
 NL : Holiday (Govt)

WE : Authorized Weekend
 DA : Duty Awy
 AD : Approved duties on public Holiday or Weekend

Date:.....