

**Department of Employment
Ministry of Labour and Human Resources
Direct Employment Scheme (DES)**

Attendance Sheet

Name of the Organization:.....

Location.....

Attendance for the Month of (M/Y)...../.....

Date of Submission...../...../.....

Date of Joining (M/Y)...../.....

Name	Occupation	Date																																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Signature of the Immediate Supervisor

Seal & Signature of the Competent Authority

Note: All Participants must submit the dully filled attendance sheet (please do not alter the attendance sheet format) at the end of every month failing which the Program Officer shall not entertain late submission.

Note: All Participants are requested to submit the monthly attendance sheet to the DES Unit, ESD, DoE, MoLHR or email at: ges@molhr.gov.bt