

Performa-A

Monthly Statement of Employees regarding HR Database for the month of _____

Name of Location _____

Employee ID No.	Name of the employee	Father's Name	GPF/EPF No.	Date of Birth	Status of employee	Event occurred	Date of Relieving	Date of Joining	Desg.	Name of Location / office from where Employee Joins/ Relieves	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature of the officer in charge
along with Stamp of the office

Monthly Man Power abstract Performa

Name of Division/Office _____ Month ending _____

Sr. No.	Category of employees	Status of man power (employees) against the sanctioned strength (Actual working)					Status of man power (employees) over and above the sanctioned strength (Miscellaneous*)					
		No. of employees ending previous month	No. of Employees posted in	No. of employees posted out	Events occurred in same office	Net Increase (+) / Decrease (-)	No. of employees ending	No. of employees ending previous month	Increase	decrease	Net Increase (+) / Decrease (-)	Total no. of employees ending
									Plus(+)	Minus(-)		
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Regular (R)											
2	Workman (P)											
3	Work charged (W)											
4	Others											

Signature of the officer in charge
along with Stamp of the office

*Note:- "Miscellaneous" column refers to the no. of employees whose strength is over and above the sanctioned strength and pay is disbursed by / charged to the concerned office e.g. employees:-

- On any kind of leave with substitute
- Under suspension whose head quarter has been fixed in the office and drawing the subsistence allowance