## **ATTENDANCE UNDERTAKING FORM**

No	Dated					
I,	_, Principal of					
	, do hereby declare that the ATTENDANCE	DATA of				
Teaching/ Non-teaching staff for the Month	Yearis correct and complete	to the best				
of my knowledge.						
I understand and acknowledge that I am solely	and fully responsible for the school's attendanc	e data for				
teaching and non-teaching staff						
	Principal/Headmaster/Headmi	stress				
	Seal & Signature					

#### ATTENDANCE TEMPLATE

Name of School:	Block	District	School Location:

#### Date of Submission:

Employ Id	Year	Month	Total No of Working Days	No of Days Present	No of Days Absent	EI	CI	Half Day Leave	Maternity Paternity Leave	Eol	Balanced Leave

Principal/ Headmaster/Headmistress					
Seal and Signature					

### Instructions:

- 1. Schools are requested to fill the details of attendance of all the teaching and non-teaching staffs registered in TIMS application as per the above given template.
- 2. Schools are requested to submit the template with attendance details to TIMS District team in soft copy (in Excel), scanned image of Attendance template and scanned image of the above Undertaking form with sealed and signed of the School.
- 3. Schools need to submit the above mentioned attendance either via **Whatsapp or Email** or **any in other storage media (pen-drive)** to TIMS District Team and are requested to contact the **Support Executive** or **SPOC** at the District or Sub- Divisional offices for **WhatsApp number and email ID**.
- 4. Schools can contact the TIMS toll free number <u>8130389400</u> for any clarification towards submission of attendance or any other queries.
- 5. Schools will need to ensure submission of attendance data of the previous month within the first week of the next month as mentioned above.

# Schools are requested to contact the following SPOC and Support Executive of TIMS for submission of Attendance details

Details of SPOC and Support Executive							
District	SPOC Name	Contact Nos	Support Executive	Mob No.	Official Email address		
EAST KHASI HILLS	Smt Valarina Kharkongor	9862565416	Wandikmen Jungai	9366842935	tims.ekh123@gmail.com		
	Madonna Bareh	9077070914	vvandikinen jungai		tins.exi123@gman.com		
WEST JAINTIA HILLS	S. Bamon	8731082353			tims.wjh123@gmail.com		
	R. Bamon	9774410587	Rikomen Sayoo	8794181867	tins.wjn123@gman.com		
EAST JAINTIA HILLS	Lamphrangmi Phawa	9856181049			tims.ejh123@gmail.com		
WEST KHASI HILLS	Bakyrshan Wanniang	8014869391	Reynold Syiem	8259092660	tims.wkh123@gmail.com		
	Jessica Ryntathiang	9774056801	Reynold Sylein		tills.wki1123@gillall.com		
SOUTH WEST KHASI HILLS	B.L Mawnai	8787889641	Baniengskhem Tongwah	8256924258	tims.swkh123@gmail.com		
RI BHOI			Standfort Sweettly	8014849161	tims.ribhoi123@gmail.com		
WEST GARO HILLS	Balkam Ch Marak	7005748441	Jemithri D. Sangma	8787406945	tims.wgh123@gmail.com		
WEST GARO HILLS	Amit Ghinra	9436114382	Jennithin D. Sangma	6767400343	tims.wgm123@gman.com		
SOUTH GARO HILLS	Jackius Marak	7005318408	Tomseng M. Sangma	9612429890	tims.sgh123@gmail.com		
EAST GARO HILLS	Fardy K Marak	8837258557	Sengkam T. Sangma	kam T. Sangma 9366069549	tims.egh123@gmail.com		
NORTH GARO HILLS	Dominic Momin	7005868557	Seligitalii 1. Saligilia	9300009349	tims.ngh123@gmail.com		
SOUTH WEST GARO HILLS	Perobian G. Sangma	9862401906	Namciang Ch Marak	7005014476	tims.swgh123@gmail.com		