CORRIGENDUM

In reference to Memo no.F:3 (5-2518)-FWPM/SHFWS/2012/Sub-II, dated 3rd October 2012, regarding opening of Annual Record Book for contractual staff engaged under National Rural Health Mission, a format of Annual Record Book was circulated along with the Memorandum.

For the purpose of authenticity and correctiveness of record book a few modification has been done in the format of the Annual Record Book. The modified format is accordingly enclosed herewith for maintaining record of each staff by the concerned head of office/In-charge.

Enclo: As stated.

(Samarjit Bhowmik)
Secretary & Mission Director, NRHM,
Government of Tripura,
Agartala, Tripura

Copy to:

1. The Chief Medical Officer, West /Khowai /Sepahijala /Gomati /South /Unakoti /North /Dhalai, Tripura for information.
3. The Programme Officer, RNTCP /NYBDCP /IDSP /NLEP /NPCB/NIDDCP /AYUSH, Agartala, Tripura for information.
4. The SDMO, West /Khowai /Sepahijala /Gomati /South /Unakoti /North /Dhalai, Tripura for information & necessary action.
5. The MO I/C, West /Khowai /Sepahijala /Gomati /South /Unakoti /North /Dhalai, Tripura for information & necessary action.
1. Name

2. Father's/Husband's Name

3. Permanent Address

4. Present Address

5. Date of Birth

6. Nationality

7. Religion

8. Community (SC/ST/OBC)

9. Height (without shoes):

10. Personal mark for Identification: , if any

11. Educational Qualification: (at the entry point)

12. Subsequent enhancement of educational qualification:

13. Name of Post: (at the entry point)
14. Name of the Employee:

15. Signature of the head of the office: (with official seal and date)

16. No. and date of engagement: (order showing the period)

17. Authority No. and date of Continuation showing the Period:
   i) 
   ii) 
   iii) 
   iv) 
   v) 
   vi) 
   vii) 

18. Authority No. and Date of Re-designation/Promotion, if any
19. Rate of initial monthly Remuneration

20. Rate of subsequent enhancement of honorarium showing the authority No. and Date

Rs.

Rs.

Rs.

Rs.
# Leave Account Format

## Nature of Leave:

<table>
<thead>
<tr>
<th>Period</th>
<th>No. of Leave earned</th>
<th>Total Leave at credit</th>
<th>Leave taken</th>
<th>Balance of Leave (Col.3-6)</th>
<th>No. and date of Leave sanction order duly authenticated by the concerned officer</th>
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</thead>
<tbody>
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<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
<td>5.</td>
<td>6.</td>
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</tbody>
</table>


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*Note: The table is incomplete and needs to be filled in with actual data.*