



Government of West Bengal
Office of the District Magistrate
Paschim Medinipur
(Mahatma Gandhi NREGA Cell)

ISO 9001:2008 Certified

[1st floor, Sahid Kshudiram Parikalpana Bhawan, Zilla Parishad Complex, Midnapore]

Memo No. 1247(29)mgnrega

Date: 6th November, 2015

To,
The BDO & PO, MGNREGA
..... Development Block (all)

Sub: Submission of working certificate

Sir/Madam,

Please send working certificate of all the contractual employees against sanctioned post at Block & Gram Panchayat level on 1st of every month (if holiday, by next working day) in the following format:

Name of the employee	Designation	Month	No. of working days	No. of days attended by the employee	No. of days on leave	No. of days absent on leave	Type of leave taken	No. of days attended late/left early	Whether worked satisfactorily during the month

Please send the report for the month of October, 2015 on 9.11.2015.

Yours faithfully,

Handwritten signature and date: 6/11/15

District Nodal Officer
MGNREGA Cell
Paschim Medinipur