

MONTHLY RETURN OF DISCIPLINE, ATTENDANCE & PROGRESS OF APPRENTICES

NAME OF FIRM/TECHNICAL INSTITUTE _____ FOR THE MONTH OF _____

Sr.No.	Name of apprentice	Trade	Date of due completion of Apprenticeship Contract	No. Of days absent	Reason for absence	General Behaviour	Report on progress during the month		Remarks
							Theory	Practical	
1	2	3	4	5	6	7	8	9	10

In column 6 enter sick, leave or absent
 In column 7 enter Very Good, Good, Fair or Poor
 In column 8 & 9 enter Good, Average or Poor
 Monthly Return must reach this office during the first week of the following month

Signature of the
Employer & Seal