

**Diary Extract ...../ 20.....**

**Department of Manpower and Employment**

(This should be submitted on or before 5th of the consecutive month.)

Mr./Mrs./Miss..... CGO/HRDA/DO

District/Divisional Secretariat .....



**DME- 22**

Date	Day	Work attended Place	Duty Performed	Whether amendment of the advanced programme (Yes/No)
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**Submitted for approval.**

.....  
Signature  
CGO/HRDA/DO

.....  
Date

**Approved /Not Approved**

.....  
District/Divisional Secretary Signature

.....  
Date