

## Daily Attendance Report (Detailed Summary Report)

Nov 11 2019 To Nov 16 2019

Company: SRBTC (Lunch time 1.5pm-2pm)

Printed On : Nov 18 2019 15:04

Department: Part Time Employees

Emp Code: 46 Employee Name : SHRI SAPAN CHETTRI

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
11-Nov-2019	10:33	16:33	GS	10:00	16:30	6:00	00:00	6:00	00:33	00:00	Present	10:33:in(BIOMETRIC),lunch time?16:33:out(BIOMETRIC),
12-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	Guru Nanak's Birthday
13-Nov-2019	10:27	16:00	GS	10:00	16:30	5:33	00:00	5:33	00:00	00:00	Present	10:27:in(BIOMETRIC),15:47:out(BIOMETRIC),16:00:in(BIOMETRIC),
14-Nov-2019	10:21	16:03	GS	10:00	16:30	5:42	00:00	5:42	00:00	00:00	Present	10:21:in(BIOMETRIC),lunch time?16:03:out(BIOMETRIC),
15-Nov-2019	10:20	16:03	GS	10:00	16:30	5:43	00:00	5:43	00:00	00:00	Present	10:20:in(BIOMETRIC),lunch time?16:03:out(BIOMETRIC),
16-Nov-2019	10:32	13:31	GS	10:00	16:30	00:00	2:59	2:59	00:00	00:00	WeeklyOff ½Present	10:32:in(BIOMETRIC),13:31:out(BIOMETRIC),

**Total Duration=25 Hrs 57 Min , PresentDays=4.5 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0**

Emp Code: 47 Employee Name : SHRI DILIP PRADHAN

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
11-Nov-2019	10:24	16:32	GS	10:00	16:30	6:08	00:00	6:08	00:00	00:00	Present	10:24:in(BIOMETRIC),lunch time?16:32:out(BIOMETRIC),
12-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	Guru Nanak's Birthday
13-Nov-2019	10:19	16:00	GS	10:00	16:30	5:41	00:00	5:41	00:00	00:00	Present	10:19:in(BIOMETRIC),Lunch time?16:00:out(BIOMETRIC),
14-Nov-2019	10:30	16:03	GS	10:00	16:30	5:33	00:00	5:33	00:00	00:00	Present	10:30:in(BIOMETRIC),lunch time?16:03:out(BIOMETRIC),
15-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information
16-Nov-2019	10:48	13:30	GS	10:00	16:30	00:00	2:42	2:42	00:00	00:00	WeeklyOff ½Present	10:48:in(BIOMETRIC),13:30:out(BIOMETRIC),

**Total Duration=20 Hrs 4 Min , PresentDays=3.5 , Leaves=0 , Holiday=1 , AbsentDays=1 , Weekly Off =0**

Emp Code: 48 Employee Name : SHRI GYAN BDR. PRADHAN

## Daily Attendance Report (Detailed Summary Report)

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Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
11-Nov-2019	09:57		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	09:57:in(BIOMETRIC),?
12-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday On Leave	Guru Nanak's Birthday
13-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	On Leave	CL
14-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	On Leave	CL
15-Nov-2019	09:55	16:14	GS	10:00	16:30	6:15	00:00	6:15	00:00	00:00	Present	09:55:in(BIOMETRIC),lunch time?16:14:out(BIOMETRIC),
16-Nov-2019	10:19		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	WeeklyOff (No OutPunch)	10:19:in(BIOMETRIC),?

**Total Duration=6 Hrs 15 Min , PresentDays=1 , Leaves=3 , Holiday=1 , AbsentDays=2 , Weekly Off =0**

Emp Code: 49 Employee Name : SHRI. SONAM SHERPA

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
11-Nov-2019	09:49	16:32	GS	10:00	16:30	6:33	00:00	6:33	00:00	00:00	Present	09:49:in(BIOMETRIC),16:32:out(BIOMETRIC),
12-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	Guru Nanak's Birthday
13-Nov-2019	09:01	16:35	GS	10:00	16:30	6:36	00:00	6:36	00:00	00:00	Present	09:01:in(BIOMETRIC),lunch time?16:35:out(BIOMETRIC),
14-Nov-2019	09:16	16:24	GS	10:00	16:30	6:25	00:00	6:25	00:00	00:00	Present	09:16:in(BIOMETRIC),16:24:out(BIOMETRIC),
15-Nov-2019	09:33	16:28	GS	10:00	16:30	6:29	00:00	6:29	00:00	00:00	Present	09:33:in(BIOMETRIC),16:28:out(BIOMETRIC),
16-Nov-2019	10:03		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	WeeklyOff (No OutPunch)	10:03:in(BIOMETRIC),

**Total Duration=26 Hrs 3 Min , PresentDays=4 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0**

Emp Code: 50 Employee Name : MISS DICKEY SHERPA

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
11-Nov-2019	10:11	17:34	GS	10:00	16:30	6:19	1:04	7:23	00:00	00:00	Present	10:11:in(BIOMETRIC),lunch time?17:34:out(BIOMETRIC),

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12-Nov-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	Guru Nanak's Birthday
13-Nov-2019	10:12	16:37	GS	10:00	16:30	6:25	00:00	6:25	00:00	00:00	00:00	Present	10:12:in(BIOMETRIC),lunch time?16:37:out(BIOMETRIC),
14-Nov-2019	10:10	16:21	GS	10:00	16:30	6:11	00:00	6:11	00:00	00:00	00:00	Present	10:10:in(BIOMETRIC),lunch time?16:21:out(BIOMETRIC),
15-Nov-2019	10:11	16:22	GS	10:00	16:30	6:11	00:00	6:11	00:00	00:00	00:00	Present	10:11:in(BIOMETRIC),lunch time?16:22:out(BIOMETRIC),
16-Nov-2019	10:20	13:32	GS	10:00	16:30	00:00	3:12	3:12	00:00	00:00	00:00	WeeklyOff ½Present	10:20:in(BIOMETRIC),13:32:out(BIOMETRIC),

**Total Duration=29 Hrs 22 Min , PresentDays=4.5 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0**