

## Daily Attendance Report (Detailed Summary Report)

Dec 23 2019 To Dec 28 2019

Company: SRBTC

Printed On : Dec 30 2019 10:32

Department: NON Teaching Staffs

Emp Code: 21 Employee Name : AJOY KR. CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|--|
| 23-Dec-2019 | 10:07  | 16:04   | GS    | 10:00     | 16:30      | 5:57      | 00:00 | 5:57      | 00:00  | 00:00        | Present | 10:07:in(BIOMETRIC),16:04:out(BIOMETRIC),  |
| 24-Dec-2019 | 10:29  | 16:02   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:00  | 00:00        | Present | 10:29:in(BIOMETRIC),13:39:out(BIOMETRIC),14:12:in(BIOMETRIC),14:12:(BIOMETRIC),14:12:(BIOMETRIC),16:02:out(BIOMETRIC), |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas  |
| 26-Dec-2019 | 10:22  | 16:39   | GS    | 10:00     | 16:30      | 6:17      | 00:00 | 6:17      | 00:00  | 00:00        | Present | 10:22:in(BIOMETRIC),13:25:out(BIOMETRIC),14:09:in(BIOMETRIC),16:39:out(BIOMETRIC),                                     |
| 27-Dec-2019 | 10:17  | 15:09   | GS    | 10:00     | 16:30      | 4:52      | 00:00 | 4:52      | 00:00  | 1:20         | Present | 10:17:in(BIOMETRIC),13:39:out(BIOMETRIC),15:09:in(BIOMETRIC),15:09:(BIOMETRIC),  |
| 28-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information   |

Total Duration=22 Hrs 39 Min , PresentDays=4 , Leaves=0 , Holiday=1 , AbsentDays=1 , Weekly Off =0

Emp Code: 22 Employee Name : SMT. DIBYA CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|--|
| 23-Dec-2019 | 10:02  | 16:03   | GS    | 10:00     | 16:30      | 6:01      | 00:00 | 6:01      | 00:00  | 00:00        | Present | 10:02:in(BIOMETRIC),13:36:out(BIOMETRIC),13:56:in(BIOMETRIC),16:03:out(BIOMETRIC), |
| 24-Dec-2019 | 10:17  | 16:01   | GS    | 10:00     | 16:30      | 5:44      | 00:00 | 5:44      | 00:00  | 00:00        | Present | 10:17:in(BIOMETRIC),14:01:out(BIOMETRIC),16:01:in(BIOMETRIC),                      |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas  |
| 26-Dec-2019 | 10:02  | 16:00   | GS    | 10:00     | 16:30      | 5:58      | 00:00 | 5:58      | 00:00  | 00:00        | Present | 10:02:in(BIOMETRIC),13:30:out(BIOMETRIC),14:00:in(BIOMETRIC),16:00:out(BIOMETRIC), |
| 27-Dec-2019 | 10:11  | 16:03   | GS    | 10:00     | 16:30      | 5:52      | 00:00 | 5:52      | 00:00  | 00:00        | Present | 10:11:in(BIOMETRIC),13:33:out(BIOMETRIC),14:03:in(BIOMETRIC),16:03:out(BIOMETRIC), |

## Daily Attendance Report (Detailed Summary Report)

Dec 23 2019 To Dec 28 2019

Company: SRBTC

Printed On : Dec 30 2019 10:32

|             |       |       |    |       |       |       |      |      |       |       |         |   |
|-------------|-------|-------|----|-------|-------|-------|------|------|-------|-------|---------|---|
| 28-Dec-2019 | 10:27 | 13:33 | GS | 10:00 | 16:30 | 00:00 | 3:06 | 3:06 | 00:00 | 00:00 | Present | 10:27:in(BIOMETRIC),13:33:out(BIOMETRIC), |
|-------------|-------|-------|----|-------|-------|-------|------|------|-------|-------|---------|---|

**Total Duration=26 Hrs 41 Min , PresentDays=5 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0**

Emp Code: 23      Employee Name : SMT. ANJANA PRADHNA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|--|
| 23-Dec-2019 | 10:31  | 16:04   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:31  | 00:00        | Present | 10:31:in(BIOMETRIC),13:37:out(BIOMETRIC),13:56:in(BIOMETRIC),16:04:out(BIOMETRIC), |
| 24-Dec-2019 | 10:37  | 16:01   | GS    | 10:00     | 16:30      | 5:24      | 00:00 | 5:24      | 00:37  | 00:00        | Present | 10:37:in(BIOMETRIC),13:39:out(BIOMETRIC),14:02:in(BIOMETRIC),16:01:out(BIOMETRIC), |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas  |
| 26-Dec-2019 | 10:20  | 16:08   | GS    | 10:00     | 16:30      | 5:48      | 00:00 | 5:48      | 00:00  | 00:00        | Present | 10:20:in(BIOMETRIC),13:26:out(BIOMETRIC),14:09:in(BIOMETRIC),16:08:out(BIOMETRIC), |
| 27-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information   |
| 28-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information   |

**Total Duration=16 Hrs 45 Min , PresentDays=3 , Leaves=0 , Holiday=1 , AbsentDays=2 , Weekly Off =0**

Emp Code: 24      Employee Name : SHRI KALDEN LEPCHA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records                       |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|-------------------------------------|
| 23-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | Applied for EL but not approved yet |
| 24-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  |                                     |
| 25-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas                           |
| 26-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  |                                     |

## Daily Attendance Report (Detailed Summary Report)

Dec 23 2019 To Dec 28 2019

Company: SRBTC

Printed On : Dec 30 2019 10:32

|             |  |  |    |       |       |       |       |       |       |       |       |        |  |
|-------------|--|--|----|-------|-------|-------|-------|-------|-------|-------|-------|--------|--|
| 27-Dec-2019 |  |  | NS | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent |  |
| 28-Dec-2019 |  |  | NS | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent |  |

**Total Duration=0 Hrs 0 Min , PresentDays=0 , Leaves= 0 , Holiday=1 , AbsentDays=5 , Weekly Off =0**

Emp Code: 25      Employee Name : SHRI ANIL KR. BHITRIKOTY

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status   | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------|--|
| 23-Dec-2019 | 09:51  | 16:01   | GS    | 10:00     | 16:30      | 6:02      | 00:00 | 6:02      | 00:00  | 00:00        | Present  | 09:51:in(BIOMETRIC),16:01:out(BIOMETRIC),16:01:in(BIOMETRIC),                      |
| 24-Dec-2019 | 10:29  | 14:09   | GS    | 10:00     | 16:30      | 3:40      | 00:00 | 3:40      | 00:00  | 2:20         | ½Present | 10:29:in(BIOMETRIC),13:39:out(BIOMETRIC),14:02:in(BIOMETRIC),14:09:out(BIOMETRIC), |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday  | Christmas  |
| 26-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave | CL   |
| 27-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave | CL   |
| 28-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave | CL   |

**Total Duration=9 Hrs 42 Min , PresentDays=1.5 , Leaves=3.5 , Holiday=1 , AbsentDays=0 , Weekly Off =0**

Emp Code: 26      Employee Name : SHRI SARAN GURUNG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|---|
| 23-Dec-2019 | 10:18  | 16:04   | GS    | 10:00     | 16:30      | 5:46      | 00:00 | 5:46      | 00:00  | 00:00        | Present | 10:18:in(BIOMETRIC),16:04:out(BIOMETRIC), |
| 24-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information                            |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas                                 |

## Daily Attendance Report (Detailed Summary Report)

Dec 23 2019 To Dec 28 2019

Company: SRBTC

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|             |  |  |    |       |       |       |       |       |       |       |        |                |
|-------------|--|--|----|-------|-------|-------|-------|-------|-------|-------|--------|----------------|
| 26-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent | No Information |
| 27-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent | No Information |
| 28-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent | No Information |

Total Duration=5 Hrs 46 Min , PresentDays=1 , Leaves=0 , Holiday=1 , AbsentDays=4 , Weekly Off =0

Emp Code: 27 Employee Name : SHRI PRAMOD HARIJAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status        | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------------|--|
| 23-Dec-2019 | 09:51  | 16:04   | GS    | 10:00     | 16:30      | 6:05      | 00:00 | 6:05      | 00:00  | 00:00        | Present       | 09:51:in(BIOMETRIC),16:04:out(BIOMETRIC),  |
| 24-Dec-2019 | 10:04  | 16:03   | GS    | 10:00     | 16:30      | 5:59      | 00:00 | 5:59      | 00:00  | 00:00        | Present       | 10:04:in(BIOMETRIC),12:26:out(BIOMETRIC),14:39:in(BIOMETRIC),16:03:out(BIOMETRIC), |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday       | Christmas  |
| 26-Dec-2019 | 10:24  | 16:08   | GS    | 10:00     | 16:30      | 5:44      | 00:00 | 5:44      | 00:00  | 00:00        | Present       | 10:24:in(BIOMETRIC),12:59:out(BIOMETRIC),14:05:in(BIOMETRIC),16:08:out(BIOMETRIC), |
| 27-Dec-2019 | 09:20  | 16:04   | GS    | 10:00     | 16:30      | 6:05      | 00:00 | 6:05      | 00:00  | 00:00        | Present       | 09:20:in(BIOMETRIC),13:41:out(BIOMETRIC),15:09:in(BIOMETRIC),16:04:out(BIOMETRIC), |
| 28-Dec-2019 | 10:00  | 13:30   | GS    | 10:00     | 16:30      | 00:00     | 3:30  | 3:30      | 00:00  | 00:00        | Present On OD | 10:00:in(OD),13:30:out(OD),  |

Total Duration=27 Hrs 23 Min , PresentDays=5 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0

Emp Code: 28 Employee Name : SMT. JULY BARAILY

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status               | Punch Records        |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------------------|----------------------|
| 23-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday              | Winter Vacation      |
| 24-Dec-2019 | 09:53  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch) | 09:53:in(BIOMETRIC), |

## Daily Attendance Report (Detailed Summary Report)

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|             |  |  |    |       |       |       |       |       |       |       |       |         |                 |
|-------------|--|--|----|-------|-------|-------|-------|-------|-------|-------|-------|---------|-----------------|
| 25-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Holiday | Christmas       |
| 26-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Holiday | Winter Vacation |
| 27-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Holiday | WV              |
| 28-Dec-2019 |  |  | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Holiday | WV              |

**Total Duration=0 Hrs 0 Min , PresentDays=0 , Leaves=0 , Holiday=5 , AbsentDays=1 , Weekly Off =0**

Emp Code: 29 Employee Name : SHRI MAHESH CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status   | Punch Records   |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------|---|
| 23-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave | CL  |
| 24-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave | CL  |
| 25-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday  | Christmas   |
| 26-Dec-2019 | 09:59  | 16:00   | GS    | 10:00     | 16:30      | 6:01      | 00:00 | 6:01      | 00:00  | 00:00        | Present  | 09:59:in(BIOMETRIC),14:00:out(BIOMETRIC),16:00:in(BIOMETRIC),16:00:(BIOMETRIC), |
| 27-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent   | No Information  |
| 28-Dec-2019 | 10:10  | 13:29   | GS    | 10:00     | 16:30      | 00:00     | 3:19  | 3:19      | 00:00  | 00:00        | Present  | 10:10:in(BIOMETRIC),13:29:out(BIOMETRIC),                                       |

**Total Duration=9 Hrs 20 Min , PresentDays=2 , Leaves=2 , Holiday=1 , AbsentDays=1 , Weekly Off =0**

Emp Code: 30 Employee Name : SHRI CHANDRA KR. PRADHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|---|
| 23-Dec-2019 | 08:54  | 16:52   | GS    | 10:00     | 16:30      | 6:53      | 00:00 | 6:53      | 00:00  | 00:00        | Present | 08:54:in(BIOMETRIC),16:52:out(BIOMETRIC), |

## Daily Attendance Report (Detailed Summary Report)

Dec 23 2019 To Dec 28 2019

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|             |       |       |    |       |       |       |       |       |       |       |                       |   |
|-------------|-------|-------|----|-------|-------|-------|-------|-------|-------|-------|-----------------------|---|
| 24-Dec-2019 | 08:57 | 17:08 | GS | 10:00 | 16:30 | 6:31  | 00:38 | 7:09  | 00:00 | 00:00 | Present               | 08:57:in(BIOMETRIC),17:08:out(BIOMETRIC),                     |
| 25-Dec-2019 | 08:20 | 16:56 | GS | 10:00 | 16:30 | 6:57  | 00:00 | 6:57  | 00:00 | 00:00 | Present               | 08:20:in(BIOMETRIC),16:56:out(BIOMETRIC),                     |
| 26-Dec-2019 | 09:02 | 17:08 | GS | 10:00 | 16:30 | 6:31  | 00:38 | 7:09  | 00:00 | 00:00 | Present               | 09:02:in(BIOMETRIC),17:08:out(BIOMETRIC),                     |
| 27-Dec-2019 | 08:52 | 07:43 | GS | 10:00 | 16:30 | 6:31  | 15:13 | 21:44 | 00:00 | 00:00 | Present               | 08:52:in(BIOMETRIC),17:12:out(BIOMETRIC),07:43:in(BIOMETRIC), |
| 28-Dec-2019 | 17:27 |       | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent (No Out punch) | 17:27:in(BIOMETRIC),  |

**Total Duration=49 Hrs 52 Min , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0**

Emp Code: 31 Employee Name : SHRI SANJAY TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|---|
| 23-Dec-2019 | 09:50  | 16:52   | GS    | 10:00     | 16:30      | 6:53      | 00:00 | 6:53      | 00:00  | 00:00        | Present | 09:50:in(BIOMETRIC),16:52:out(BIOMETRIC), |
| 24-Dec-2019 | 09:47  | 17:08   | GS    | 10:00     | 16:30      | 6:31      | 00:38 | 7:09      | 00:00  | 00:00        | Present | 09:47:in(BIOMETRIC),17:08:out(BIOMETRIC), |
| 25-Dec-2019 | 10:32  | 16:56   | GS    | 10:00     | 16:30      | 6:24      | 00:00 | 6:24      | 00:32  | 00:00        | Present | 10:32:in(BIOMETRIC),16:56:out(BIOMETRIC), |
| 26-Dec-2019 | 10:05  | 17:08   | GS    | 10:00     | 16:30      | 6:25      | 00:38 | 7:03      | 00:00  | 00:00        | Present | 10:05:in(BIOMETRIC),17:08:out(BIOMETRIC), |
| 27-Dec-2019 | 09:58  | 17:12   | GS    | 10:00     | 16:30      | 6:31      | 00:42 | 7:13      | 00:00  | 00:00        | Present | 09:58:in(BIOMETRIC),17:12:out(BIOMETRIC), |
| 28-Dec-2019 | 10:10  | 17:28   | GS    | 10:00     | 16:30      | 00:00     | 7:18  | 7:18      | 00:00  | 00:00        | Present | 10:10:in(BIOMETRIC),17:28:out(BIOMETRIC), |

**Total Duration=42 Hrs 0 Min , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0**

Emp Code: 32 Employee Name : SHRI DAWA TAMANG

| Att. Date | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT | Tot. Dur. | LateBy | EarlyGoingBy | Status | Punch Records |
|-----------|--------|---------|-------|-----------|------------|-----------|----|-----------|--------|--------------|--------|---------------|
|-----------|--------|---------|-------|-----------|------------|-----------|----|-----------|--------|--------------|--------|---------------|

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|             |       |       |    |       |       |       |       |       |       |       |       |          |  |
|-------------|-------|-------|----|-------|-------|-------|-------|-------|-------|-------|-------|----------|--|
| 23-Dec-2019 |       |       | NS | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent   | No Information   |
| 24-Dec-2019 | 10:07 | 16:00 | GS | 10:00 | 16:30 | 5:53  | 00:00 | 5:53  | 00:00 | 00:00 | 00:00 | Present  | 10:07:in(BIOMETRIC),13:34:out(BIOMETRIC),14:00:in(BIOMETRIC),16:00:out(BIOMETRIC), |
| 25-Dec-2019 |       |       | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Holiday  | Christmas  |
| 26-Dec-2019 | 10:03 | 16:07 | GS | 10:00 | 16:30 | 6:04  | 00:00 | 6:04  | 00:00 | 00:00 | 00:00 | Present  | 10:03:in(BIOMETRIC),13:25:out(BIOMETRIC),13:43:in(BIOMETRIC),16:07:out(BIOMETRIC), |
| 27-Dec-2019 | 10:18 | 14:01 | GS | 10:00 | 16:30 | 3:43  | 00:00 | 3:43  | 00:00 | 2:28  | 00:00 | ½Present | 10:18:in(BIOMETRIC),13:39:out(BIOMETRIC),14:01:in(BIOMETRIC),                      |
| 28-Dec-2019 |       |       | GS | 10:00 | 16:30 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 | Absent   | No Information   |

**Total Duration=15 Hrs 40 Min , PresentDays=2.5 , Leaves=0 , Holiday=1 , AbsentDays=2.5 , Weekly Off =0**

Emp Code: 33 Employee Name : SHRI RAM BDR. CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|---|
| 23-Dec-2019 | 09:57  | 16:04   | GS    | 10:00     | 16:30      | 6:05      | 00:00 | 6:05      | 00:00  | 00:00        | Present | 09:57:in(BIOMETRIC),16:04:out(BIOMETRIC), |
| 24-Dec-2019 | 09:47  | 16:42   | GS    | 10:00     | 16:30      | 6:43      | 00:00 | 6:43      | 00:00  | 00:00        | Present | 09:47:in(BIOMETRIC),16:42:out(BIOMETRIC), |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas                                 |
| 26-Dec-2019 | 09:43  | 16:37   | GS    | 10:00     | 16:30      | 6:38      | 00:00 | 6:38      | 00:00  | 00:00        | Present | 09:43:in(BIOMETRIC),16:37:out(BIOMETRIC), |
| 27-Dec-2019 | 09:20  | 16:08   | GS    | 10:00     | 16:30      | 6:09      | 00:00 | 6:09      | 00:00  | 00:00        | Present | 09:20:in(BIOMETRIC),16:08:out(BIOMETRIC), |
| 28-Dec-2019 | 09:59  | 16:34   | GS    | 10:00     | 16:30      | 00:00     | 6:35  | 6:35      | 00:00  | 00:00        | Present | 09:59:in(BIOMETRIC),16:34:out(BIOMETRIC), |

**Total Duration=32 Hrs 10 Min , PresentDays=5 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0**

Emp Code: 34 Employee Name : SHRI RAMESH SHRESTHA

## Daily Attendance Report (Detailed Summary Report)

Dec 23 2019 To Dec 28 2019

Company: SRBTC

Printed On : Dec 30 2019 10:32

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|--|
| 23-Dec-2019 | 10:19  | 16:01   | GS    | 10:00     | 16:30      | 5:42      | 00:00 | 5:42      | 00:00  | 00:00        | Present | 10:19:in(BIOMETRIC),13:14:out(BIOMETRIC),13:54:in(BIOMETRIC),16:01:out(BIOMETRIC),                   |
| 24-Dec-2019 | 10:46  | 16:01   | GS    | 10:00     | 16:30      | 5:15      | 00:00 | 5:15      | 00:46  | 00:00        | Present | 10:46:in(BIOMETRIC),13:24:out(BIOMETRIC),13:59:in(BIOMETRIC),16:01:out(BIOMETRIC),                   |
| 25-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas  |
| 26-Dec-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),13:32:out(BIOMETRIC),13:33:(BIOMETRIC),14:00:in(BIOMETRIC),16:00:out(BIOMETRIC), |
| 27-Dec-2019 | 10:12  | 16:01   | GS    | 10:00     | 16:30      | 5:49      | 00:00 | 5:49      | 00:00  | 00:00        | Present | 10:12:in(BIOMETRIC),13:55:out(BIOMETRIC),14:01:in(BIOMETRIC),16:01:out(BIOMETRIC),                   |
| 28-Dec-2019 | 10:10  | 13:28   | GS    | 10:00     | 16:30      | 00:00     | 3:18  | 3:18      | 00:00  | 00:00        | Present | 10:10:in(BIOMETRIC),13:28:out(BIOMETRIC),  |

**Total Duration=25 Hrs 37 Min , PresentDays=5 , Leaves=0 , Holiday=1 , AbsentDays=1 , Weekly Off =0**

Emp Code: 35      Employee Name : SMT. SUBALA TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status  | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|---------|---|
| 23-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information                            |
| 24-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information                            |
| 25-Dec-2019 |        |         | NS    | 00:00     | 00:00      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Holiday | Christmas                                 |
| 26-Dec-2019 | 09:02  | 16:00   | GS    | 10:00     | 16:30      | 6:01      | 00:00 | 6:01      | 00:00  | 00:00        | Present | 09:02:in(BIOMETRIC),16:00:out(BIOMETRIC), |
| 27-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information                            |
| 28-Dec-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent  | No Information                            |

**Total Duration=6 Hrs 1 Min , PresentDays=1 , Leaves=0 , Holiday=1 , AbsentDays=4 , Weekly Off =0**















