

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Department: 1st SEM

Emp Code: 61 Employee Name : AMUGEN LAMA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 | 10:35  | 15:33   | GS    | 10:00     | 16:30      | 4:58      | 00:00 | 4:58      | 00:35  | 00:56        | Present          | 10:35:in(BIOMETRIC),13:06:out(BIOMETRIC),13:08:out(BIOMETRIC),15:33:in(BIOMETRIC), |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 28-Nov-2019 | 10:13  | 15:40   | GS    | 10:00     | 16:30      | 5:27      | 00:00 | 5:27      | 00:00  | 00:49        | Present          | 10:13:in(BIOMETRIC),13:11:out(BIOMETRIC),13:13:out(BIOMETRIC),15:40:in(BIOMETRIC), |
| 29-Nov-2019 | 10:16  | 13:05   | GS    | 10:00     | 16:30      | 2:49      | 00:00 | 2:49      | 00:00  | 3:24         | ½Present         | 10:16:in(BIOMETRIC),13:05:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

**Total Duration=13 Hrs 14 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=2.5 , Weekly Off =0**

Emp Code: 62 Employee Name : ANISHA BARDEWA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 27-Nov-2019 | 09:57  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present          | 09:57:in(BIOMETRIC),15:31:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:18  | 15:33   | GS    | 10:00     | 16:30      | 5:15      | 00:00 | 5:15      | 00:00  | 00:56        | Present          | 10:18:in(BIOMETRIC),13:09:out(BIOMETRIC),13:59:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 29-Nov-2019 | 09:50  | 13:10   | GS    | 10:00     | 16:30      | 3:11      | 00:00 | 3:11      | 00:00  | 3:19         | ½Present         | 09:50:in(BIOMETRIC),13:10:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

**Total Duration=13 Hrs 58 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=2.5 , Weekly Off =0**

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 63 Employee Name : ANISHA PAKHRIN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 | 10:12  | 15:31   | GS    | 10:00     | 16:30      | 5:19      | 00:00 | 5:19      | 00:00  | 00:58        | Present          | 10:12:in(BIOMETRIC),13:08:out(BIOMETRIC),14:02:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:07  | 15:34   | GS    | 10:00     | 16:30      | 5:27      | 00:00 | 5:27      | 00:00  | 00:55        | Present          | 10:07:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 28-Nov-2019 | 10:16  | 15:36   | GS    | 10:00     | 16:30      | 5:20      | 00:00 | 5:20      | 00:00  | 00:53        | Present          | 10:16:in(BIOMETRIC),13:13:out(BIOMETRIC),14:04:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=16 Hrs 6 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

Emp Code: 64 Employee Name : ANJANA CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 09:57  | 15:29   | GS    | 10:00     | 16:30      | 5:30      | 00:00 | 5:30      | 00:00  | 1:00         | Present          | 09:57:in(BIOMETRIC),13:04:out(BIOMETRIC),14:06:in(BIOMETRIC),15:29:out(BIOMETRIC), |
| 26-Nov-2019 | 10:12  | 15:31   | GS    | 10:00     | 16:30      | 5:19      | 00:00 | 5:19      | 00:00  | 00:58        | Present          | 10:12:in(BIOMETRIC),13:08:out(BIOMETRIC),14:02:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 09:57  | 15:28   | GS    | 10:00     | 16:30      | 5:29      | 00:00 | 5:29      | 00:00  | 1:01         | Present          | 09:57:in(BIOMETRIC),13:03:out(BIOMETRIC),15:28:in(BIOMETRIC),                      |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=16 Hrs 18 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 65 Employee Name : ANUSHREE RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 | 10:12  | 13:08   | GS    | 10:00     | 16:30      | 2:56      | 00:00 | 2:56      | 00:00  | 3:21         | ½Present         | 10:12:in(BIOMETRIC),13:08:out(BIOMETRIC),  |
| 27-Nov-2019 | 10:08  | 15:34   | GS    | 10:00     | 16:30      | 5:26      | 00:00 | 5:26      | 00:00  | 00:55        | Present          | 10:08:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 28-Nov-2019 | 10:16  | 15:36   | GS    | 10:00     | 16:30      | 5:20      | 00:00 | 5:20      | 00:00  | 00:53        | Present          | 10:16:in(BIOMETRIC),13:09:out(BIOMETRIC),14:04:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=13 Hrs 42 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=3.5 , Weekly Off =0

Emp Code: 66 Employee Name : ARATI KHATI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|---|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information                            |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information                            |
| 27-Nov-2019 | 10:33  | 15:31   | GS    | 10:00     | 16:30      | 4:58      | 00:00 | 4:58      | 00:33  | 00:58        | Present          | 10:33:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information                            |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information                            |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information                            |

Total Duration=4 Hrs 58 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 67      Employee Name :                      BABITA BALMIKI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 09:52  | 15:29   | GS    | 10:00     | 16:30      | 5:30      | 00:00 | 5:30      | 00:00  | 1:00         | Present          | 09:52:in(BIOMETRIC),13:05:out(BIOMETRIC),14:04:in(BIOMETRIC),15:29:out(BIOMETRIC),                   |
| 26-Nov-2019 | 10:06  | 15:30   | GS    | 10:00     | 16:30      | 5:24      | 00:00 | 5:24      | 00:00  | 00:59        | Present          | 10:06:in(BIOMETRIC),13:02:out(BIOMETRIC),14:01:in(BIOMETRIC),15:30:out(BIOMETRIC),                   |
| 27-Nov-2019 | 10:10  | 13:03   | GS    | 10:00     | 16:30      | 2:53      | 00:00 | 2:53      | 00:00  | 3:26         | ½Present         | 10:10:in(BIOMETRIC),13:03:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:17  | 15:33   | GS    | 10:00     | 16:30      | 5:16      | 00:00 | 5:16      | 00:00  | 00:56        | Present          | 10:17:in(BIOMETRIC),13:10:out(BIOMETRIC),14:00:in(BIOMETRIC),14:00:(BIOMETRIC),15:33:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

**Total Duration=19 Hrs 3 Min , PresentDays=3.5 , Leaves=0 , Holiday=0 , AbsentDays=2.5 , Weekly Off =0**

Emp Code: 68      Employee Name :                      BINDIYA SUBBA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:14  | 15:32   | GS    | 10:00     | 16:30      | 5:18      | 00:00 | 5:18      | 00:00  | 00:57        | Present          | 10:14:in(BIOMETRIC),13:06:out(BIOMETRIC),14:06:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 26-Nov-2019 | 10:11  | 15:33   | GS    | 10:00     | 16:30      | 5:22      | 00:00 | 5:22      | 00:00  | 00:56        | Present          | 10:11:in(BIOMETRIC),13:06:out(BIOMETRIC),14:02:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 27-Nov-2019 | 10:09  | 15:39   | GS    | 10:00     | 16:30      | 5:30      | 00:00 | 5:30      | 00:00  | 00:50        | Present          | 10:09:in(BIOMETRIC),13:05:out(BIOMETRIC),13:06:(BIOMETRIC),15:39:in(BIOMETRIC),    |
| 28-Nov-2019 | 10:21  | 15:34   | GS    | 10:00     | 16:30      | 5:13      | 00:00 | 5:13      | 00:00  | 00:55        | Present          | 10:21:in(BIOMETRIC),13:10:out(BIOMETRIC),13:56:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 | 10:16  | 13:04   | GS    | 10:00     | 16:30      | 2:48      | 00:00 | 2:48      | 00:00  | 3:25         | ½Present         | 10:16:in(BIOMETRIC),13:04:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

**Total Duration=24 Hrs 11 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0**

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 69 Employee Name : CHANDNI RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records   |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|---|
| 25-Nov-2019 | 10:07  | 15:32   | GS    | 10:00     | 16:30      | 5:25      | 00:00 | 5:25      | 00:00  | 00:57        | Present          | 10:07:in(BIOMETRIC),13:06:out(BIOMETRIC),14:06:in(BIOMETRIC),15:32:out(BIOMETRIC),                |
| 26-Nov-2019 | 10:01  | 15:33   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:56        | Present          | 10:01:in(BIOMETRIC),10:01:(BIOMETRIC),13:06:out(BIOMETRIC),13:08:(BIOMETRIC),15:33:in(BIOMETRIC), |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information  |
| 28-Nov-2019 | 10:13  | 15:41   | GS    | 10:00     | 16:30      | 5:28      | 00:00 | 5:28      | 00:00  | 00:48        | Present          | 10:13:in(BIOMETRIC),13:12:out(BIOMETRIC),13:13:(BIOMETRIC),15:41:in(BIOMETRIC),                   |
| 29-Nov-2019 | 10:17  | 13:04   | GS    | 10:00     | 16:30      | 2:47      | 00:00 | 2:47      | 00:00  | 3:25         | ½Present         | 10:17:in(BIOMETRIC),13:04:out(BIOMETRIC),   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information  |

Total Duration=19 Hrs 12 Min , PresentDays=3.5 , Leaves=0 , Holiday=0 , AbsentDays=1.5 , Weekly Off =0

Emp Code: 70 Employee Name : DIPTI GENE LAMA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave         | CL   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave         | CL   |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave         | CL   |
| 28-Nov-2019 | 09:41  | 15:34   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:55        | Present          | 09:41:in(BIOMETRIC),13:11:out(BIOMETRIC),13:59:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 | 09:28  | 13:07   | GS    | 10:00     | 16:30      | 3:08      | 00:00 | 3:08      | 00:00  | 3:22         | ½Present         | 09:28:in(BIOMETRIC),13:07:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=8 Hrs 43 Min , PresentDays=1.5 , Leaves=3 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 71 Employee Name : DIVYANI SINGHA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|----------------|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information |

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

Emp Code: 72 Employee Name : DURGA PRASAD CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 09:59  | 15:37   | GS    | 10:00     | 16:30      | 5:38      | 00:00 | 5:38      | 00:00  | 00:52        | Present          | 09:59:in(BIOMETRIC),13:09:out(BIOMETRIC),13:16:in(BIOMETRIC),15:37:out(BIOMETRIC),                     |
| 26-Nov-2019 | 09:57  | 15:33   | GS    | 10:00     | 16:30      | 5:34      | 00:00 | 5:34      | 00:00  | 00:56        | Present          | 09:57:in(BIOMETRIC),13:04:out(BIOMETRIC),13:05:in(BIOMETRIC),14:03:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 27-Nov-2019 | 10:06  | 15:31   | GS    | 10:00     | 16:30      | 5:25      | 00:00 | 5:25      | 00:00  | 00:58        | Present          | 10:06:in(BIOMETRIC),13:05:out(BIOMETRIC),13:09:in(BIOMETRIC),15:31:in(BIOMETRIC),                      |
| 28-Nov-2019 | 09:46  | 15:34   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:55        | Present          | 09:46:in(BIOMETRIC),13:12:out(BIOMETRIC),13:15:in(BIOMETRIC),15:34:in(BIOMETRIC),                      |
| 29-Nov-2019 | 10:03  | 15:38   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:51        | Present          | 10:03:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:38:out(BIOMETRIC),                     |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=27 Hrs 47 Min , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 73 Employee Name : FARHEEN JAMAL

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status               | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------------------|--|
| 25-Nov-2019 | 10:01  | 15:32   | GS    | 10:00     | 16:30      | 5:31      | 00:00 | 5:31      | 00:00  | 00:57        | Present              | 10:01:in(BIOMETRIC),13:06:out(BIOMETRIC),14:07:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information   |
| 27-Nov-2019 | 09:52  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch) | 09:52:in(BIOMETRIC),   |
| 28-Nov-2019 | 09:55  | 15:42   | GS    | 10:00     | 16:30      | 5:43      | 00:00 | 5:43      | 00:00  | 00:47        | Present              | 09:55:in(BIOMETRIC),13:11:out(BIOMETRIC),14:01:in(BIOMETRIC),15:42:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent     | No Information   |

Total Duration=11 Hrs 14 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=4 , Weekly Off =0

Emp Code: 74 Employee Name : KALYAN GAZMERE

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 28-Nov-2019 | 10:44  | 15:35   | GS    | 10:00     | 16:30      | 4:51      | 00:00 | 4:51      | 00:44  | 00:54        | Present            | 10:44:in(BIOMETRIC),15:35:out(BIOMETRIC),  |
| 29-Nov-2019 | 10:17  | 15:38   | GS    | 10:00     | 16:30      | 5:21      | 00:00 | 5:21      | 00:00  | 00:51        | Present            | 10:17:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:38:out(BIOMETRIC), |
| 30-Nov-2019 | 10:24  | 13:38   | GS    | 10:00     | 16:30      | 00:00     | 3:14  | 3:14      | 00:00  | 00:00        | WeeklyOff ½Present | 10:24:in(BIOMETRIC),13:38:out(BIOMETRIC),  |

Total Duration=13 Hrs 26 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 75 Employee Name : MADHULEKHA GURUNG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:00  | 15:28   | GS    | 10:00     | 16:30      | 5:28      | 00:00 | 5:28      | 00:00  | 1:01         | Present          | 10:00:in(BIOMETRIC),13:04:out(BIOMETRIC),15:28:in(BIOMETRIC),                      |
| 26-Nov-2019 | 10:05  | 15:30   | GS    | 10:00     | 16:30      | 5:25      | 00:00 | 5:25      | 00:00  | 00:59        | Present          | 10:05:in(BIOMETRIC),13:02:out(BIOMETRIC),14:00:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 28-Nov-2019 | 10:16  | 15:33   | GS    | 10:00     | 16:30      | 5:17      | 00:00 | 5:17      | 00:00  | 00:56        | Present          | 10:16:in(BIOMETRIC),13:09:out(BIOMETRIC),14:00:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=16 Hrs 10 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

Emp Code: 76 Employee Name : NANDIKA RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 26-Nov-2019 | 10:11  | 15:39   | GS    | 10:00     | 16:30      | 5:28      | 00:00 | 5:28      | 00:00  | 00:50        | Present            | 10:11:in(BIOMETRIC),13:08:out(BIOMETRIC),14:01:in(BIOMETRIC),15:39:out(BIOMETRIC),                   |
| 27-Nov-2019 | 10:10  | 15:33   | GS    | 10:00     | 16:30      | 5:23      | 00:00 | 5:23      | 00:00  | 00:56        | Present            | 10:10:in(BIOMETRIC),13:11:out(BIOMETRIC),14:02:in(BIOMETRIC),14:02:(BIOMETRIC),15:33:out(BIOMETRIC), |
| 28-Nov-2019 | 10:03  | 15:36   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:00  | 00:53        | Present            | 10:03:in(BIOMETRIC),13:10:out(BIOMETRIC),13:53:in(BIOMETRIC),15:36:out(BIOMETRIC),                   |
| 29-Nov-2019 | 10:12  | 15:50   | GS    | 10:00     | 16:30      | 5:38      | 00:00 | 5:38      | 00:00  | 00:39        | Present            | 10:12:in(BIOMETRIC),13:08:out(BIOMETRIC),14:07:in(BIOMETRIC),15:50:out(BIOMETRIC),                   |
| 30-Nov-2019 | 10:22  | 13:36   | GS    | 10:00     | 16:30      | 00:00     | 3:14  | 3:14      | 00:00  | 00:00        | WeeklyOff ½Present | 10:22:in(BIOMETRIC),13:36:out(BIOMETRIC),  |

Total Duration=25 Hrs 16 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 77 Employee Name : NASIR GURUNG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 28-Nov-2019 | 09:59  | 15:37   | GS    | 10:00     | 16:30      | 5:38      | 00:00 | 5:38      | 00:00  | 00:52        | Present            | 09:59:in(BIOMETRIC),13:13:out(BIOMETRIC),13:59:in(BIOMETRIC),15:37:out(BIOMETRIC), |
| 29-Nov-2019 | 10:04  | 15:38   | GS    | 10:00     | 16:30      | 5:34      | 00:00 | 5:34      | 00:00  | 00:51        | Present            | 10:04:in(BIOMETRIC),13:07:out(BIOMETRIC),14:06:in(BIOMETRIC),15:38:out(BIOMETRIC), |
| 30-Nov-2019 | 10:02  | 13:37   | GS    | 10:00     | 16:30      | 00:00     | 3:35  | 3:35      | 00:00  | 00:00        | WeeklyOff ½Present | 10:02:in(BIOMETRIC),13:37:out(BIOMETRIC),  |

Total Duration=14 Hrs 47 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

Emp Code: 78 Employee Name : NIPUNJA CHHETRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:25  | 15:31   | GS    | 10:00     | 16:30      | 5:06      | 00:00 | 5:06      | 00:00  | 00:58        | Present          | 10:25:in(BIOMETRIC),13:09:out(BIOMETRIC),13:16:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 26-Nov-2019 | 10:33  | 15:32   | GS    | 10:00     | 16:30      | 4:59      | 00:00 | 4:59      | 00:33  | 00:57        | Present          | 10:33:in(BIOMETRIC),13:05:out(BIOMETRIC),14:03:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 10:28  | 13:03   | GS    | 10:00     | 16:30      | 2:35      | 00:00 | 2:35      | 00:00  | 3:26         | ½Present         | 10:28:in(BIOMETRIC),13:03:out(BIOMETRIC),  |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=12 Hrs 40 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=3.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 79 Employee Name : NOORENA KHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 09:52  | 15:29   | GS    | 10:00     | 16:30      | 5:30      | 00:00 | 5:30      | 00:00  | 1:00         | Present          | 09:52:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:29:out(BIOMETRIC), |
| 26-Nov-2019 | 10:05  | 15:30   | GS    | 10:00     | 16:30      | 5:25      | 00:00 | 5:25      | 00:00  | 00:59        | Present          | 10:05:in(BIOMETRIC),13:02:out(BIOMETRIC),14:00:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 28-Nov-2019 | 10:17  | 15:33   | GS    | 10:00     | 16:30      | 5:16      | 00:00 | 5:16      | 00:00  | 00:56        | Present          | 10:17:in(BIOMETRIC),13:10:out(BIOMETRIC),14:00:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

**Total Duration=16 Hrs 11 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0**

Emp Code: 80 Employee Name : PALMU SONAMLA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 27-Nov-2019 | 09:41  | 15:33   | GS    | 10:00     | 16:30      | 5:34      | 00:00 | 5:34      | 00:00  | 00:56        | Present          | 09:41:in(BIOMETRIC),15:33:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:13  | 15:36   | GS    | 10:00     | 16:30      | 5:23      | 00:00 | 5:23      | 00:00  | 00:53        | Present          | 10:13:in(BIOMETRIC),13:10:out(BIOMETRIC),14:04:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

**Total Duration=10 Hrs 57 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=4 , Weekly Off =0**

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 81 Employee Name : POONAM THAPA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|---|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information                            |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information                            |
| 27-Nov-2019 | 10:12  | 15:33   | GS    | 10:00     | 16:30      | 5:21      | 00:00 | 5:21      | 00:00  | 00:56        | Present          | 10:12:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 28-Nov-2019 | 10:18  | 15:38   | GS    | 10:00     | 16:30      | 5:20      | 00:00 | 5:20      | 00:00  | 00:51        | Present          | 10:18:in(BIOMETRIC),15:38:out(BIOMETRIC), |
| 29-Nov-2019 | 10:34  | 15:37   | GS    | 10:00     | 16:30      | 5:03      | 00:00 | 5:03      | 00:34  | 00:52        | Present          | 10:34:in(BIOMETRIC),15:37:out(BIOMETRIC), |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information                            |

Total Duration=15 Hrs 44 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=2 , Weekly Off =0

Emp Code: 82 Employee Name : PRANOY PRADHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:02  | 15:34   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:55        | Present            | 10:02:in(BIOMETRIC),13:09:out(BIOMETRIC),14:02:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 26-Nov-2019 | 10:20  | 15:32   | GS    | 10:00     | 16:30      | 5:12      | 00:00 | 5:12      | 00:00  | 00:57        | Present            | 10:20:in(BIOMETRIC),13:08:out(BIOMETRIC),14:03:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 09:57  | 15:43   | GS    | 10:00     | 16:30      | 5:44      | 00:00 | 5:44      | 00:00  | 00:46        | Present            | 09:57:in(BIOMETRIC),13:08:out(BIOMETRIC),13:08:(BIOMETRIC),15:43:in(BIOMETRIC),    |
| 28-Nov-2019 | 10:15  | 15:35   | GS    | 10:00     | 16:30      | 5:20      | 00:00 | 5:20      | 00:00  | 00:54        | Present            | 10:15:in(BIOMETRIC),15:35:out(BIOMETRIC),  |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 30-Nov-2019 | 10:24  | 13:38   | GS    | 10:00     | 16:30      | 00:00     | 3:14  | 3:14      | 00:00  | 00:00        | WeeklyOff ½Present | 10:24:in(BIOMETRIC),13:38:out(BIOMETRIC),  |

Total Duration=25 Hrs 2 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 83      Employee Name : PRASHANTI RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status               | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------------------|--|
| 25-Nov-2019 | 10:02  | 15:32   | GS    | 10:00     | 16:30      | 5:30      | 00:00 | 5:30      | 00:00  | 00:57        | Present              | 10:02:in(BIOMETRIC),13:06:out(BIOMETRIC),14:07:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 26-Nov-2019 | 09:57  | 15:32   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:00  | 00:57        | Present              | 09:57:in(BIOMETRIC),13:07:out(BIOMETRIC),14:02:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 10:11  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch) | 10:11:in(BIOMETRIC),   |
| 28-Nov-2019 | 10:04  | 15:42   | GS    | 10:00     | 16:30      | 5:38      | 00:00 | 5:38      | 00:00  | 00:47        | Present              | 10:04:in(BIOMETRIC),13:11:out(BIOMETRIC),14:01:in(BIOMETRIC),15:42:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent     | No Information   |

Total Duration=16 Hrs 41 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

Emp Code: 84      Employee Name : PRATIK KALICOTEY

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status                  | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|-------------------------|--|
| 25-Nov-2019 | 10:14  | 15:34   | GS    | 10:00     | 16:30      | 5:20      | 00:00 | 5:20      | 00:00  | 00:55        | Present                 | 10:14:in(BIOMETRIC),13:09:out(BIOMETRIC),14:02:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 26-Nov-2019 | 09:56  | 15:33   | GS    | 10:00     | 16:30      | 5:34      | 00:00 | 5:34      | 00:00  | 00:56        | Present                 | 09:56:in(BIOMETRIC),13:08:out(BIOMETRIC),14:03:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 27-Nov-2019 | 10:09  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch)    | 10:09:in(BIOMETRIC),   |
| 28-Nov-2019 | 10:07  | 15:36   | GS    | 10:00     | 16:30      | 5:29      | 00:00 | 5:29      | 00:00  | 00:53        | Present                 | 10:07:in(BIOMETRIC),15:36:out(BIOMETRIC),  |
| 29-Nov-2019 | 09:58  | 13:07   | GS    | 10:00     | 16:30      | 3:08      | 00:00 | 3:08      | 00:00  | 3:22         | ½Present                | 09:58:in(BIOMETRIC),13:07:out(BIOMETRIC),  |
| 30-Nov-2019 | 10:01  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff (No OutPunch) | 10:01:in(BIOMETRIC),   |

Total Duration=19 Hrs 31 Min , PresentDays=3.5 , Leaves=0 , Holiday=0 , AbsentDays=1.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 85 Employee Name : PRATIMA DEVKOTA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:00  | 15:35   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:54        | Present          | 10:00:in(BIOMETRIC),13:07:out(BIOMETRIC),15:35:in(BIOMETRIC),                      |
| 26-Nov-2019 | 10:07  | 15:31   | GS    | 10:00     | 16:30      | 5:24      | 00:00 | 5:24      | 00:00  | 00:58        | Present          | 10:07:in(BIOMETRIC),13:07:out(BIOMETRIC),14:03:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:10  | 15:56   | GS    | 10:00     | 16:30      | 5:46      | 00:00 | 5:46      | 00:00  | 00:33        | Present          | 10:10:in(BIOMETRIC),13:04:out(BIOMETRIC),14:07:in(BIOMETRIC),15:56:out(BIOMETRIC), |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

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

Emp Code: 86 Employee Name : PRAYSIKA PRADHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 09:49  | 15:34   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:55        | Present          | 09:49:in(BIOMETRIC),13:05:out(BIOMETRIC),14:04:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 26-Nov-2019 | 09:57  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present          | 09:57:in(BIOMETRIC),13:03:out(BIOMETRIC),13:59:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:00  | 15:36   | GS    | 10:00     | 16:30      | 5:36      | 00:00 | 5:36      | 00:00  | 00:53        | Present          | 10:00:in(BIOMETRIC),13:03:out(BIOMETRIC),14:05:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 28-Nov-2019 | 10:00  | 15:36   | GS    | 10:00     | 16:30      | 5:36      | 00:00 | 5:36      | 00:00  | 00:53        | Present          | 10:00:in(BIOMETRIC),13:13:out(BIOMETRIC),14:00:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 29-Nov-2019 | 10:05  | 13:04   | GS    | 10:00     | 16:30      | 2:59      | 00:00 | 2:59      | 00:00  | 3:25         | ½Present         | 10:05:in(BIOMETRIC),13:04:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=25 Hrs 18 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 87 Employee Name : PRERNA RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:18  | 15:32   | GS    | 10:00     | 16:30      | 5:14      | 00:00 | 5:14      | 00:00  | 00:57        | Present          | 10:18:in(BIOMETRIC),13:05:out(BIOMETRIC),14:07:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 28-Nov-2019 | 09:59  | 15:34   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:55        | Present          | 09:59:in(BIOMETRIC),13:11:out(BIOMETRIC),13:57:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=10 Hrs 49 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=4 , Weekly Off =0

Emp Code: 88 Employee Name : PRIYA TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 09:49  | 15:34   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:55        | Present          | 09:49:in(BIOMETRIC),13:05:out(BIOMETRIC),14:04:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 26-Nov-2019 | 09:57  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present          | 09:57:in(BIOMETRIC),13:03:out(BIOMETRIC),13:59:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 09:59  | 15:36   | GS    | 10:00     | 16:30      | 5:37      | 00:00 | 5:37      | 00:00  | 00:53        | Present          | 09:59:in(BIOMETRIC),13:03:out(BIOMETRIC),14:05:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 28-Nov-2019 | 10:00  | 15:36   | GS    | 10:00     | 16:30      | 5:36      | 00:00 | 5:36      | 00:00  | 00:53        | Present          | 10:00:in(BIOMETRIC),13:13:out(BIOMETRIC),14:00:in(BIOMETRIC),15:36:out(BIOMETRIC), |
| 29-Nov-2019 | 10:05  | 13:04   | GS    | 10:00     | 16:30      | 2:59      | 00:00 | 2:59      | 00:00  | 3:25         | ½Present         | 10:05:in(BIOMETRIC),13:04:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=25 Hrs 19 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 89 Employee Name : PRAVEKCHA RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:10  | 15:34   | GS    | 10:00     | 16:30      | 5:24      | 00:00 | 5:24      | 00:00  | 00:55        | Present          | 10:10:in(BIOMETRIC),13:05:out(BIOMETRIC),14:04:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 26-Nov-2019 | 10:09  | 15:31   | GS    | 10:00     | 16:30      | 5:22      | 00:00 | 5:22      | 00:00  | 00:58        | Present          | 10:09:in(BIOMETRIC),13:02:out(BIOMETRIC),13:59:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:09  | 15:33   | GS    | 10:00     | 16:30      | 5:24      | 00:00 | 5:24      | 00:00  | 00:56        | Present          | 10:09:in(BIOMETRIC),13:07:out(BIOMETRIC),14:02:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 28-Nov-2019 | 10:11  | 15:37   | GS    | 10:00     | 16:30      | 5:26      | 00:00 | 5:26      | 00:00  | 00:52        | Present          | 10:11:in(BIOMETRIC),13:14:out(BIOMETRIC),14:01:in(BIOMETRIC),15:37:out(BIOMETRIC), |
| 29-Nov-2019 | 10:08  | 13:09   | GS    | 10:00     | 16:30      | 3:01      | 00:00 | 3:01      | 00:00  | 3:20         | ½Present         | 10:08:in(BIOMETRIC),13:09:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=24 Hrs 37 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

Emp Code: 90 Employee Name : RABIYANKA CHHETRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:20  | 15:33   | GS    | 10:00     | 16:30      | 5:13      | 00:00 | 5:13      | 00:00  | 00:56        | Present          | 10:20:in(BIOMETRIC),13:08:out(BIOMETRIC),14:06:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=5 Hrs 13 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 91 Employee Name : RANJANA TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status               | Punch Records                             |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------------------|---|
| 25-Nov-2019 | 09:50  | 13:05   | GS    | 10:00     | 16:30      | 3:06      | 00:00 | 3:06      | 00:00  | 3:24         | ½Present             | 09:50:in(BIOMETRIC),13:05:out(BIOMETRIC), |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information                            |
| 27-Nov-2019 | 10:10  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch) | 10:10:in(BIOMETRIC),                      |
| 28-Nov-2019 | 10:16  | 13:12   | GS    | 10:00     | 16:30      | 2:56      | 00:00 | 2:56      | 00:00  | 3:17         | ½Present             | 10:16:in(BIOMETRIC),13:12:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information                            |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent     | No Information                            |

Total Duration=6 Hrs 2 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=5 , Weekly Off =0

Emp Code: 92 Employee Name : REGINA CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:23  | 15:32   | GS    | 10:00     | 16:30      | 5:09      | 00:00 | 5:09      | 00:00  | 00:57        | Present          | 10:23:in(BIOMETRIC),13:06:out(BIOMETRIC),14:07:in(BIOMETRIC),15:32:out(BIOMETRIC),                   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 27-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 28-Nov-2019 | 09:55  | 15:42   | GS    | 10:00     | 16:30      | 5:43      | 00:00 | 5:43      | 00:00  | 00:47        | Present          | 09:55:in(BIOMETRIC),09:55:(BIOMETRIC),13:11:out(BIOMETRIC),14:01:in(BIOMETRIC),15:42:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=10 Hrs 52 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=4 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 93      Employee Name : RICKY THAPA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:00  | 15:33   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:00  | 00:56        | Present            | 10:00:in(BIOMETRIC),13:09:out(BIOMETRIC),13:16:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 26-Nov-2019 | 09:46  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present            | 09:46:in(BIOMETRIC),13:08:out(BIOMETRIC),14:02:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 09:54  | 15:30   | GS    | 10:00     | 16:30      | 5:31      | 00:00 | 5:31      | 00:00  | 00:59        | Present            | 09:54:in(BIOMETRIC),13:06:out(BIOMETRIC),14:04:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 28-Nov-2019 | 09:58  | 15:34   | GS    | 10:00     | 16:30      | 5:34      | 00:00 | 5:34      | 00:00  | 00:55        | Present            | 09:58:in(BIOMETRIC),13:12:out(BIOMETRIC),13:57:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave           | CL   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff On Leave | CL   |

**Total Duration=22 Hrs 10 Min , PresentDays=4 , Leaves=2 , Holiday=0 , AbsentDays=0 , Weekly Off =0**

Emp Code: 94      Employee Name : RISHANT TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:36  | 15:34   | GS    | 10:00     | 16:30      | 4:58      | 00:00 | 4:58      | 00:36  | 00:55        | Present            | 10:36:in(BIOMETRIC),13:23:out(BIOMETRIC),14:01:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 26-Nov-2019 | 10:20  | 15:32   | GS    | 10:00     | 16:30      | 5:12      | 00:00 | 5:12      | 00:00  | 00:57        | Present            | 10:20:in(BIOMETRIC),13:10:out(BIOMETRIC),15:32:in(BIOMETRIC),15:32:(BIOMETRIC),    |
| 27-Nov-2019 | 10:17  | 15:43   | GS    | 10:00     | 16:30      | 5:26      | 00:00 | 5:26      | 00:00  | 00:46        | Present            | 10:17:in(BIOMETRIC),15:43:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:44  | 15:37   | GS    | 10:00     | 16:30      | 4:53      | 00:00 | 4:53      | 00:44  | 00:52        | Present            | 10:44:in(BIOMETRIC),15:37:out(BIOMETRIC),  |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 30-Nov-2019 | 10:24  | 13:38   | GS    | 10:00     | 16:30      | 00:00     | 3:14  | 3:14      | 00:00  | 00:00        | WeeklyOff ½Present | 10:24:in(BIOMETRIC),13:38:out(BIOMETRIC),  |

**Total Duration=23 Hrs 43 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0**

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 95 Employee Name : ROHIT RUMBA TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:10  | 15:33   | GS    | 10:00     | 16:30      | 5:23      | 00:00 | 5:23      | 00:00  | 00:56        | Present          | 10:10:in(BIOMETRIC),13:06:out(BIOMETRIC),14:04:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 26-Nov-2019 | 10:10  | 15:32   | GS    | 10:00     | 16:30      | 5:22      | 00:00 | 5:22      | 00:00  | 00:57        | Present          | 10:10:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 10:09  | 15:33   | GS    | 10:00     | 16:30      | 5:24      | 00:00 | 5:24      | 00:00  | 00:56        | Present          | 10:09:in(BIOMETRIC),13:07:out(BIOMETRIC),14:02:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 28-Nov-2019 | 10:11  | 15:37   | GS    | 10:00     | 16:30      | 5:26      | 00:00 | 5:26      | 00:00  | 00:52        | Present          | 10:11:in(BIOMETRIC),13:12:out(BIOMETRIC),13:59:in(BIOMETRIC),15:37:out(BIOMETRIC), |
| 29-Nov-2019 | 10:08  | 13:09   | GS    | 10:00     | 16:30      | 3:01      | 00:00 | 3:01      | 00:00  | 3:20         | ½Present         | 10:08:in(BIOMETRIC),13:09:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=24 Hrs 36 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

Emp Code: 96 Employee Name : ROSHINEE CHETTRI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:20  | 15:29   | GS    | 10:00     | 16:30      | 5:09      | 00:00 | 5:09      | 00:00  | 1:00         | Present          | 10:20:in(BIOMETRIC),13:05:out(BIOMETRIC),14:06:in(BIOMETRIC),15:29:out(BIOMETRIC), |
| 26-Nov-2019 | 10:05  | 15:30   | GS    | 10:00     | 16:30      | 5:25      | 00:00 | 5:25      | 00:00  | 00:59        | Present          | 10:05:in(BIOMETRIC),13:08:out(BIOMETRIC),14:02:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 27-Nov-2019 | 10:23  | 13:03   | GS    | 10:00     | 16:30      | 2:40      | 00:00 | 2:40      | 00:00  | 3:26         | ½Present         | 10:23:in(BIOMETRIC),13:03:out(BIOMETRIC),  |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=13 Hrs 14 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=3.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 97 Employee Name : RUCHI PRADHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status               | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------------------|--|
| 25-Nov-2019 | 10:01  | 15:32   | GS    | 10:00     | 16:30      | 5:31      | 00:00 | 5:31      | 00:00  | 00:57        | Present              | 10:01:in(BIOMETRIC),13:05:out(BIOMETRIC),14:01:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 26-Nov-2019 | 10:11  | 15:32   | GS    | 10:00     | 16:30      | 5:21      | 00:00 | 5:21      | 00:00  | 00:57        | Present              | 10:11:in(BIOMETRIC),13:07:out(BIOMETRIC),14:02:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 10:07  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch) | 10:07:in(BIOMETRIC),   |
| 28-Nov-2019 | 10:12  | 15:34   | GS    | 10:00     | 16:30      | 5:22      | 00:00 | 5:22      | 00:00  | 00:55        | Present              | 10:12:in(BIOMETRIC),13:12:out(BIOMETRIC),13:56:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information   |
| 30-Nov-2019 | 10:13  | 13:36   | GS    | 10:00     | 16:30      | 00:00     | 3:23  | 3:23      | 00:00  | 00:00        | WeeklyOff ½Present   | 10:13:in(BIOMETRIC),13:36:out(BIOMETRIC),  |

Total Duration=19 Hrs 37 Min , PresentDays=3.5 , Leaves=0 , Holiday=0 , AbsentDays=2 , Weekly Off =0

Emp Code: 98 Employee Name : SAGAR RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:05  | 15:34   | GS    | 10:00     | 16:30      | 5:29      | 00:00 | 5:29      | 00:00  | 00:55        | Present          | 10:05:in(BIOMETRIC),15:34:out(BIOMETRIC),  |
| 26-Nov-2019 | 10:06  | 15:33   | GS    | 10:00     | 16:30      | 5:27      | 00:00 | 5:27      | 00:00  | 00:56        | Present          | 10:06:in(BIOMETRIC),13:05:out(BIOMETRIC),14:04:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 27-Nov-2019 | 10:14  | 15:31   | GS    | 10:00     | 16:30      | 5:17      | 00:00 | 5:17      | 00:00  | 00:58        | Present          | 10:14:in(BIOMETRIC),13:07:out(BIOMETRIC),14:16:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 28-Nov-2019 | 10:32  | 15:38   | GS    | 10:00     | 16:30      | 5:06      | 00:00 | 5:06      | 00:32  | 00:51        | Present          | 10:32:in(BIOMETRIC),13:12:out(BIOMETRIC),14:10:in(BIOMETRIC),15:38:out(BIOMETRIC), |
| 29-Nov-2019 | 10:17  | 14:05   | GS    | 10:00     | 16:30      | 3:48      | 00:00 | 3:48      | 00:00  | 2:24         | ½Present         | 10:17:in(BIOMETRIC),13:14:out(BIOMETRIC),14:05:in(BIOMETRIC),                      |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=25 Hrs 7 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 99 Employee Name : SALIMA PRADHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:01  | 15:33   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:56        | Present            | 10:01:in(BIOMETRIC),13:09:out(BIOMETRIC),14:06:in(BIOMETRIC),15:33:out(BIOMETRIC),                     |
| 26-Nov-2019 | 10:11  | 15:39   | GS    | 10:00     | 16:30      | 5:28      | 00:00 | 5:28      | 00:00  | 00:50        | Present            | 10:11:in(BIOMETRIC),13:07:out(BIOMETRIC),14:01:in(BIOMETRIC),15:39:out(BIOMETRIC),                     |
| 27-Nov-2019 | 10:10  | 15:31   | GS    | 10:00     | 16:30      | 5:21      | 00:00 | 5:21      | 00:00  | 00:58        | Present            | 10:10:in(BIOMETRIC),13:04:out(BIOMETRIC),13:04:in(BIOMETRIC),14:02:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 28-Nov-2019 | 10:03  | 15:36   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:00  | 00:53        | Present            | 10:03:in(BIOMETRIC),13:10:out(BIOMETRIC),13:53:in(BIOMETRIC),15:36:out(BIOMETRIC),                     |
| 29-Nov-2019 | 10:12  | 15:39   | GS    | 10:00     | 16:30      | 5:27      | 00:00 | 5:27      | 00:00  | 00:50        | Present            | 10:12:in(BIOMETRIC),13:08:out(BIOMETRIC),14:07:in(BIOMETRIC),15:39:out(BIOMETRIC),                     |
| 30-Nov-2019 | 10:22  | 13:35   | GS    | 10:00     | 16:30      | 00:00     | 3:13  | 3:13      | 00:00  | 00:00        | WeeklyOff ½Present | 10:22:in(BIOMETRIC),13:35:out(BIOMETRIC),  |

Total Duration=30 Hrs 34 Min , PresentDays=5.5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Emp Code: 100 Employee Name : SAMIR TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:02  | 15:32   | GS    | 10:00     | 16:30      | 5:30      | 00:00 | 5:30      | 00:00  | 00:57        | Present            | 10:02:in(BIOMETRIC),13:06:out(BIOMETRIC),14:02:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 26-Nov-2019 | 10:13  | 15:32   | GS    | 10:00     | 16:30      | 5:19      | 00:00 | 5:19      | 00:00  | 00:57        | Present            | 10:13:in(BIOMETRIC),13:06:out(BIOMETRIC),14:02:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 10:14  | 15:30   | GS    | 10:00     | 16:30      | 5:16      | 00:00 | 5:16      | 00:00  | 00:59        | Present            | 10:14:in(BIOMETRIC),13:07:out(BIOMETRIC),14:03:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 28-Nov-2019 | 10:04  | 15:38   | GS    | 10:00     | 16:30      | 5:34      | 00:00 | 5:34      | 00:00  | 00:51        | Present            | 10:04:in(BIOMETRIC),13:10:out(BIOMETRIC),13:57:in(BIOMETRIC),15:38:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 30-Nov-2019 | 10:14  | 13:37   | GS    | 10:00     | 16:30      | 00:00     | 3:23  | 3:23      | 00:00  | 00:00        | WeeklyOff ½Present | 10:14:in(BIOMETRIC),13:37:out(BIOMETRIC),  |

Total Duration=25 Hrs 2 Min , PresentDays=4.5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 101 Employee Name : SANJU RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:28  | 15:29   | GS    | 10:00     | 16:30      | 5:01      | 00:00 | 5:01      | 00:00  | 1:00         | Present          | 10:28:in(BIOMETRIC),13:04:out(BIOMETRIC),14:04:in(BIOMETRIC),15:29:out(BIOMETRIC), |
| 26-Nov-2019 | 10:24  | 15:31   | GS    | 10:00     | 16:30      | 5:07      | 00:00 | 5:07      | 00:00  | 00:58        | Present          | 10:24:in(BIOMETRIC),13:02:out(BIOMETRIC),14:00:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:28  | 13:03   | GS    | 10:00     | 16:30      | 2:35      | 00:00 | 2:35      | 00:00  | 3:26         | ½Present         | 10:28:in(BIOMETRIC),13:03:out(BIOMETRIC),  |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 | 10:34  | 13:09   | GS    | 10:00     | 16:30      | 2:35      | 00:00 | 2:35      | 00:34  | 3:20         | ½Present         | 10:34:in(BIOMETRIC),13:09:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=15 Hrs 18 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=2 , Weekly Off =0

Emp Code: 102 Employee Name : SARAH GHALAY

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status               | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|----------------------|--|
| 25-Nov-2019 | 09:59  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present              | 09:59:in(BIOMETRIC),13:06:out(BIOMETRIC),14:07:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information   |
| 27-Nov-2019 | 09:52  |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent (No OutPunch) | 09:52:in(BIOMETRIC),   |
| 28-Nov-2019 | 09:46  | 15:34   | GS    | 10:00     | 16:30      | 5:35      | 00:00 | 5:35      | 00:00  | 00:55        | Present              | 09:46:in(BIOMETRIC),13:11:out(BIOMETRIC),13:58:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent               | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent     | No Information   |

Total Duration=11 Hrs 7 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=4 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 103 Employee Name : SHIVANI DIVYA SINGH

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 | 10:15  | 15:30   | GS    | 10:00     | 16:30      | 5:15      | 00:00 | 5:15      | 00:00  | 00:59        | Present          | 10:15:in(BIOMETRIC),13:02:out(BIOMETRIC),14:01:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 27-Nov-2019 | 10:16  | 13:03   | GS    | 10:00     | 16:30      | 2:47      | 00:00 | 2:47      | 00:00  | 3:26         | ½Present         | 10:16:in(BIOMETRIC),13:03:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:21  | 15:34   | GS    | 10:00     | 16:30      | 5:13      | 00:00 | 5:13      | 00:00  | 00:56        | Present          | 10:21:in(BIOMETRIC),13:10:out(BIOMETRIC),14:04:in(BIOMETRIC),15:34:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=13 Hrs 15 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=3.5 , Weekly Off =0

Emp Code: 104 Employee Name : SONAM SHERPA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:14  | 15:45   | GS    | 10:00     | 16:30      | 5:31      | 00:00 | 5:31      | 00:00  | 00:44        | Present            | 10:14:in(BIOMETRIC),13:09:out(BIOMETRIC),13:16:in(BIOMETRIC),15:45:out(BIOMETRIC), |
| 26-Nov-2019 | 10:10  | 15:33   | GS    | 10:00     | 16:30      | 5:23      | 00:00 | 5:23      | 00:00  | 00:56        | Present            | 10:10:in(BIOMETRIC),13:07:out(BIOMETRIC),14:04:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 27-Nov-2019 | 09:57  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present            | 09:57:in(BIOMETRIC),13:05:out(BIOMETRIC),13:06:(BIOMETRIC),15:31:in(BIOMETRIC),    |
| 28-Nov-2019 | 09:59  | 15:37   | GS    | 10:00     | 16:30      | 5:38      | 00:00 | 5:38      | 00:00  | 00:52        | Present            | 09:59:in(BIOMETRIC),13:10:out(BIOMETRIC),13:57:in(BIOMETRIC),15:37:out(BIOMETRIC), |
| 29-Nov-2019 | 10:03  | 15:39   | GS    | 10:00     | 16:30      | 5:36      | 00:00 | 5:36      | 00:00  | 00:50        | Present            | 10:03:in(BIOMETRIC),13:14:out(BIOMETRIC),14:04:in(BIOMETRIC),15:39:out(BIOMETRIC), |
| 30-Nov-2019 | 10:13  | 13:37   | GS    | 10:00     | 16:30      | 00:00     | 3:24  | 3:24      | 00:00  | 00:00        | WeeklyOff ½Present | 10:13:in(BIOMETRIC),13:37:out(BIOMETRIC),  |

Total Duration=31 Hrs 4 Min , PresentDays=5.5 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 105 Employee Name : SUBARNA PRADHAN

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 26-Nov-2019 | 10:26  | 15:31   | GS    | 10:00     | 16:30      | 5:05      | 00:00 | 5:05      | 00:00  | 00:58        | Present            | 10:26:in(BIOMETRIC),13:08:out(BIOMETRIC),14:03:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:01  | 14:05   | GS    | 10:00     | 16:30      | 4:04      | 00:00 | 4:04      | 00:00  | 2:24         | Present            | 10:01:in(BIOMETRIC),13:03:out(BIOMETRIC),14:05:in(BIOMETRIC),                      |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave           | CL   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | On Leave           | CL   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff On Leave | CL   |

Total Duration=9 Hrs 9 Min , PresentDays=2 , Leaves=3 , Holiday=0 , AbsentDays=1 , Weekly Off =0

Emp Code: 106 Employee Name : SUJIT TAMANG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 10:05  | 15:33   | GS    | 10:00     | 16:30      | 5:28      | 00:00 | 5:28      | 00:00  | 00:56        | Present            | 10:05:in(BIOMETRIC),15:33:out(BIOMETRIC),  |
| 26-Nov-2019 | 10:06  | 15:32   | GS    | 10:00     | 16:30      | 5:26      | 00:00 | 5:26      | 00:00  | 00:57        | Present            | 10:06:in(BIOMETRIC),15:32:out(BIOMETRIC),  |
| 27-Nov-2019 | 10:14  | 15:30   | GS    | 10:00     | 16:30      | 5:16      | 00:00 | 5:16      | 00:00  | 00:59        | Present            | 10:14:in(BIOMETRIC),13:05:out(BIOMETRIC),14:16:in(BIOMETRIC),15:30:out(BIOMETRIC), |
| 28-Nov-2019 | 10:32  | 15:38   | GS    | 10:00     | 16:30      | 5:06      | 00:00 | 5:06      | 00:32  | 00:51        | Present            | 10:32:in(BIOMETRIC),13:11:out(BIOMETRIC),14:10:in(BIOMETRIC),15:38:out(BIOMETRIC), |
| 29-Nov-2019 | 10:16  | 14:05   | GS    | 10:00     | 16:30      | 3:49      | 00:00 | 3:49      | 00:00  | 2:24         | ½Present           | 10:16:in(BIOMETRIC),13:14:out(BIOMETRIC),14:05:in(BIOMETRIC),                      |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff On Leave | CL   |

Total Duration=25 Hrs 5 Min , PresentDays=4.5 , Leaves=1 , Holiday=0 , AbsentDays=0.5 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 107 Employee Name : SUJITA GURUNG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:19  | 15:33   | GS    | 10:00     | 16:30      | 5:14      | 00:00 | 5:14      | 00:00  | 00:56        | Present          | 10:19:in(BIOMETRIC),13:09:out(BIOMETRIC),14:06:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 26-Nov-2019 | 09:36  | 15:39   | GS    | 10:00     | 16:30      | 5:40      | 00:00 | 5:40      | 00:00  | 00:50        | Present          | 09:36:in(BIOMETRIC),13:08:out(BIOMETRIC),14:01:in(BIOMETRIC),15:39:out(BIOMETRIC), |
| 27-Nov-2019 | 10:11  | 15:31   | GS    | 10:00     | 16:30      | 5:20      | 00:00 | 5:20      | 00:00  | 00:58        | Present          | 10:11:in(BIOMETRIC),13:05:out(BIOMETRIC),14:02:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=16 Hrs 14 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=3 , Weekly Off =0

Emp Code: 108 Employee Name : SUKDEO SHARMA

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status             | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|--------------------|--|
| 25-Nov-2019 | 09:52  | 15:32   | GS    | 10:00     | 16:30      | 5:33      | 00:00 | 5:33      | 00:00  | 00:57        | Present            | 09:52:in(BIOMETRIC),13:23:out(BIOMETRIC),14:04:in(BIOMETRIC),15:32:out(BIOMETRIC),                     |
| 26-Nov-2019 | 10:06  | 15:32   | GS    | 10:00     | 16:30      | 5:26      | 00:00 | 5:26      | 00:00  | 00:57        | Present            | 10:06:in(BIOMETRIC),13:04:out(BIOMETRIC),13:05:in(BIOMETRIC),14:04:in(BIOMETRIC),15:32:out(BIOMETRIC), |
| 27-Nov-2019 | 10:13  | 15:28   | GS    | 10:00     | 16:30      | 5:15      | 00:00 | 5:15      | 00:00  | 1:01         | Present            | 10:13:in(BIOMETRIC),13:02:out(BIOMETRIC),13:11:in(BIOMETRIC),15:28:out(BIOMETRIC),                     |
| 28-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent             | No Information   |
| 29-Nov-2019 | 10:09  | 15:37   | GS    | 10:00     | 16:30      | 5:28      | 00:00 | 5:28      | 00:00  | 00:52        | Present            | 10:09:in(BIOMETRIC),13:14:out(BIOMETRIC),14:04:in(BIOMETRIC),15:37:out(BIOMETRIC),                     |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff On Leave | CL   |

Total Duration=21 Hrs 42 Min , PresentDays=4 , Leaves=1 , Holiday=0 , AbsentDays=1 , Weekly Off =0

## Daily Attendance Report (Detailed Summary Report)

25.11. 2019 To 30.11. 2019

Company: SRBTC

Printed On : Dec 02 2019 10:33

Emp Code: 109 Employee Name : SWETA RAI

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 | 10:25  | 15:29   | GS    | 10:00     | 16:30      | 5:04      | 00:00 | 5:04      | 00:00  | 1:00         | Present          | 10:25:in(BIOMETRIC),13:07:out(BIOMETRIC),15:29:in(BIOMETRIC),                      |
| 26-Nov-2019 | 10:33  | 15:31   | GS    | 10:00     | 16:30      | 4:58      | 00:00 | 4:58      | 00:33  | 00:58        | Present          | 10:33:in(BIOMETRIC),13:03:out(BIOMETRIC),14:00:in(BIOMETRIC),15:31:out(BIOMETRIC), |
| 27-Nov-2019 | 10:28  | 13:03   | GS    | 10:00     | 16:30      | 2:35      | 00:00 | 2:35      | 00:00  | 3:26         | ½Present         | 10:28:in(BIOMETRIC),13:03:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:27  | 15:33   | GS    | 10:00     | 16:30      | 5:06      | 00:00 | 5:06      | 00:00  | 00:56        | Present          | 10:27:in(BIOMETRIC),13:13:out(BIOMETRIC),14:04:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 29-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=17 Hrs 43 Min , PresentDays=3.5 , Leaves=0 , Holiday=0 , AbsentDays=2.5 , Weekly Off =0

Emp Code: 110 Employee Name : USHNATA GURUNG

| Att. Date   | InTime | OutTime | Shift | S. InTime | S. OutTime | Work Dur. | OT    | Tot. Dur. | LateBy | EarlyGoingBy | Status           | Punch Records  |
|-------------|--------|---------|-------|-----------|------------|-----------|-------|-----------|--------|--------------|------------------|--|
| 25-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 26-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | Absent           | No Information   |
| 27-Nov-2019 | 09:57  | 15:31   | GS    | 10:00     | 16:30      | 5:32      | 00:00 | 5:32      | 00:00  | 00:58        | Present          | 09:57:in(BIOMETRIC),15:31:out(BIOMETRIC),  |
| 28-Nov-2019 | 10:18  | 15:33   | GS    | 10:00     | 16:30      | 5:15      | 00:00 | 5:15      | 00:00  | 00:56        | Present          | 10:18:in(BIOMETRIC),13:09:out(BIOMETRIC),13:59:in(BIOMETRIC),15:33:out(BIOMETRIC), |
| 29-Nov-2019 | 09:50  | 13:07   | GS    | 10:00     | 16:30      | 3:08      | 00:00 | 3:08      | 00:00  | 3:22         | ½Present         | 09:50:in(BIOMETRIC),13:07:out(BIOMETRIC),  |
| 30-Nov-2019 |        |         | GS    | 10:00     | 16:30      | 00:00     | 00:00 | 00:00     | 00:00  | 00:00        | WeeklyOff Absent | No Information   |

Total Duration=13 Hrs 55 Min , PresentDays=2.5 , Leaves=0 , Holiday=0 , AbsentDays=2.5 , Weekly Off =0