

## Daily Attendance Report (Detailed Summary Report)

Dec 30 2019 To Jan 04 2020

Company: SRBTC

Printed On : Jan 06 2020 10:56

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
30-Dec-2019	10:19	16:32	GS	10:00	16:30	6:13	00:00	6:13	00:00	00:00	Present	10:19:in(BIOMETRIC),13:33:out(BIOMETRIC),14:02:in(BIOMETRIC),16:32:out(BIOMETRIC),
31-Dec-2019	10:35	16:04	GS	10:00	16:30	5:29	00:00	5:29	00:35	00:00	Present	10:35:in(BIOMETRIC),13:22:out(BIOMETRIC),13:58:in(BIOMETRIC),16:04:out(BIOMETRIC),
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	10:16	16:19	GS	10:00	16:30	6:03	00:00	6:03	00:00	00:00	Present	10:16:in(BIOMETRIC),13:20:out(BIOMETRIC),14:07:in(BIOMETRIC),16:19:out(BIOMETRIC),
03-Jan-2020	10:24	16:05	GS	10:00	16:30	5:41	00:00	5:41	00:00	00:00	Present	10:24:in(BIOMETRIC),13:30:out(BIOMETRIC),14:12:in(BIOMETRIC),16:05:out(BIOMETRIC),
04-Jan-2020	10:07	13:24	GS	10:00	16:30	00:00	3:17	3:17	00:00	00:00	Present	10:07:in(BIOMETRIC),13:24:out(BIOMETRIC),

**Total Duration=26 Hrs 43 Min , PresentDays=5 , Leaves=0 , Holiday=1 , AbsentDays=0 , 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
30-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	On Leave	CL
31-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	On Leave	CL
01-Jan-2020			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	10:00	16:02	GS	10:00	16:30	6:02	00:00	6:02	00:00	00:00	Present	10:00:in(BIOMETRIC),13:36:out(BIOMETRIC),14:04:in(BIOMETRIC),16:02:out(BIOMETRIC),16:02:(BIO
03-Jan-2020	09:57	16:01	GS	10:00	16:30	6:02	00:00	6:02	00:00	00:00	Present	09:57:in(BIOMETRIC),13:33:out(BIOMETRIC),14:02:in(BIOMETRIC),14:02:(BIOMETRIC),16:01:out(BIO
04-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information

**Total Duration=12 Hrs 4 Min , PresentDays=2 , Leaves=2 , Holiday=1 , AbsentDays=1 , Weekly Off =0**

## Daily Attendance Report (Detailed Summary Report)

Dec 30 2019 To Jan 04 2020

Company: SRBTC

Printed On : Jan 06 2020 10:56

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
30-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	On Leave	CL
31-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	On Leave	CL
01-Jan-2020			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	No Information
03-Jan-2020	10:52	16:01	GS	10:00	16:30	5:09	00:00	5:09	00:52	00:00	Present	10:52:in(BIOMETRIC),13:31:out(BIOMETRIC),14:12:in(BIOMETRIC),16:01:out(BIOMETRIC),
04-Jan-2020	10:40	13:22	GS	10:00	16:30	00:00	2:42	2:42	00:00	00:00	Present	10:40:in(BIOMETRIC),13:22:out(BIOMETRIC),

**Total Duration=7 Hrs 51 Min , PresentDays=2 , Leaves=2 , Holiday=1 , AbsentDays=1 , 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
30-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	Applied for EL but not yet approved
31-Dec-2019	10:16	15:58	GS	10:00	16:30	5:42	00:00	5:42	00:00	00:31	Present	10:16:in(BIOMETRIC),13:21:out(BIOMETRIC),13:22:in(BIOMETRIC),13:58:in(BIOMETRIC),15:58:out(BIOMETRIC),
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	10:16	16:02	GS	10:00	16:30	5:46	00:00	5:46	00:00	00:00	Present	10:16:in(BIOMETRIC),13:20:out(BIOMETRIC),14:07:in(BIOMETRIC),16:02:out(BIOMETRIC),
03-Jan-2020	10:00	16:02	GS	10:00	16:30	6:02	00:00	6:02	00:00	00:00	Present	10:00:in(BIOMETRIC),13:30:out(BIOMETRIC),14:12:in(BIOMETRIC),16:02:out(BIOMETRIC),
04-Jan-2020	10:12	13:21	GS	10:00	16:30	00:00	3:09	3:09	00:00	00:00	Present	10:12:in(BIOMETRIC),13:21:out(BIOMETRIC),

**Total Duration=20 Hrs 39 Min , PresentDays=4 , Leaves=0 , Holiday=1 , AbsentDays=1 , Weekly Off =0**

## Daily Attendance Report (Detailed Summary Report)

Dec 30 2019 To Jan 04 2020

Company: SRBTC

Printed On : Jan 06 2020 10:56

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
30-Dec-2019	10:19	16:04	GS	10:00	16:30	5:45	00:00	5:45	00:00	00:00	Present	10:19:in(BIOMETRIC),13:33:out(BIOMETRIC),14:02:in(BIOMETRIC),16:04:out(BIOMETRIC),
31-Dec-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	On Leave	CL
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	09:56	16:02	GS	10:00	16:30	6:03	00:00	6:03	00:00	00:00	Present	09:56:in(BIOMETRIC),13:20:out(BIOMETRIC),14:07:in(BIOMETRIC),16:02:out(BIOMETRIC),
03-Jan-2020	10:24	15:55	GS	10:00	16:30	5:31	00:00	5:31	00:00	00:34	Present	10:24:in(BIOMETRIC),13:30:out(BIOMETRIC),14:11:in(BIOMETRIC),15:55:out(BIOMETRIC),
04-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information

Total Duration=17 Hrs 19 Min , PresentDays=3 , Leaves=1 , Holiday=0 , AbsentDays=2 , 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
30-Dec-2019	10:19	16:05	GS	10:00	16:30	5:46	00:00	5:46	00:00	00:00	Present	10:19:in(BIOMETRIC),13:34:out(BIOMETRIC),14:02:in(BIOMETRIC),16:05:out(BIOMETRIC),
31-Dec-2019	10:34	16:02	GS	10:00	16:30	5:28	00:00	5:28	00:34	00:00	Present	10:34:in(BIOMETRIC),13:22:out(BIOMETRIC),14:01:in(BIOMETRIC),16:02:out(BIOMETRIC),
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information
03-Jan-2020	10:40	16:02	GS	10:00	16:30	5:22	00:00	5:22	00:40	00:00	Present	10:40:in(BIOMETRIC),13:31:out(BIOMETRIC),14:32:in(BIOMETRIC),16:02:out(BIOMETRIC),
04-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information

Total Duration=16 Hrs 36 Min , PresentDays=3 , Leaves=0 , Holiday=1 , AbsentDays=2 , Weekly Off =0

Emp Code: 27 Employee Name : SHRI PRAMOD HARIJAN

## Daily Attendance Report (Detailed Summary Report)

Dec 30 2019 To Jan 04 2020

Company: SRBTC

Printed On : Jan 06 2020 10:56

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
30-Dec-2019	09:36	16:32	GS	10:00	16:30	6:33	00:00	6:33	00:00	00:00	Present	09:36:in(BIOMETRIC),13:34:out(BIOMETRIC),14:01:in(BIOMETRIC),16:32:out(BIOMETRIC),
31-Dec-2019	09:38	16:01	GS	10:00	16:30	6:02	00:00	6:02	00:00	00:00	Present	09:38:in(BIOMETRIC),12:52:out(BIOMETRIC),14:00:in(BIOMETRIC),16:01:out(BIOMETRIC),
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	09:07	16:16	GS	10:00	16:30	6:17	00:00	6:17	00:00	00:00	Present	09:07:in(BIOMETRIC),13:05:out(BIOMETRIC),14:14:in(BIOMETRIC),16:16:out(BIOMETRIC),
03-Jan-2020	09:37	16:05	GS	10:00	16:30	6:06	00:00	6:06	00:00	00:00	Present	09:37:in(BIOMETRIC),13:32:out(BIOMETRIC),14:42:in(BIOMETRIC),16:05:out(BIOMETRIC),
04-Jan-2020	10:26	13:29	GS	10:00	16:30	00:00	3:03	3:03	00:00	00:00	Present	10:26:in(BIOMETRIC),13:29:out(BIOMETRIC),

**Total Duration=28 Hrs 1 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
30-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	Winter Vacation
31-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	WV
01-Jan-2020			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	WV
03-Jan-2020			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	WV
04-Jan-2020	09:37		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	09:37:in(BIOMETRIC),

**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
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## Daily Attendance Report (Detailed Summary Report)

Dec 30 2019 To Jan 04 2020

Company: SRBTC

Printed On : Jan 06 2020 10:56

30-Dec-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	No Information
31-Dec-2019	09:46	16:01	GS	10:00	16:30	6:02	00:00	6:02	00:00	00:00	00:00	Present	09:46:in(BIOMETRIC),13:31:out(BIOMETRIC),14:02:in(BIOMETRIC),16:01:out(BIOMETRIC),
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	09:57	16:03	GS	10:00	16:30	6:04	00:00	6:04	00:00	00:00	00:00	Present	09:57:in(BIOMETRIC),13:34:out(BIOMETRIC),14:04:in(BIOMETRIC),16:03:out(BIOMETRIC),
03-Jan-2020	09:54	16:02	GS	10:00	16:30	6:03	00:00	6:03	00:00	00:00	00:00	Present	09:54:in(BIOMETRIC),13:32:out(BIOMETRIC),14:05:in(BIOMETRIC),16:02:out(BIOMETRIC),
04-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	00:00	Absent	No Information

**Total Duration=18 Hrs 9 Min , PresentDays=3 , Leaves=0 , Holiday=1 , AbsentDays=2 , Weekly Off =1**

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
30-Dec-2019	08:51	17:34	GS	10:00	16:30	6:31	1:04	7:35	00:00	00:00	Present	08:51:in(BIOMETRIC),17:34:out(BIOMETRIC),
31-Dec-2019	08:03	16:56	GS	10:00	16:30	6:57	00:00	6:57	00:00	00:00	Present	08:03:in(BIOMETRIC),16:56:out(BIOMETRIC),
01-Jan-2020	08:44	17:09	GS	10:00	16:30	00:00	8:25	8:25	00:00	00:00	Holiday Present	08:44:in(BIOMETRIC),17:09:out(BIOMETRIC),
02-Jan-2020	08:48	17:32	GS	10:00	16:30	6:31	1:02	7:33	00:00	00:00	Present	08:48:in(BIOMETRIC),17:32:out(BIOMETRIC),
03-Jan-2020	08:16	17:14	GS	10:00	16:30	6:31	00:44	7:15	00:00	00:00	Present	08:16:in(BIOMETRIC),17:14:out(BIOMETRIC),
04-Jan-2020	08:44	17:00	GS	10:00	16:30	00:00	8:16	8:16	00:00	00:00	Present	08:44:in(BIOMETRIC),17:00:out(BIOMETRIC),

**Total Duration=46 Hrs 1 Min , PresentDays=6 , Leaves=0 , Holiday=1 , AbsentDays=0 , 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
30-Dec-2019	10:09	17:34	GS	10:00	16:30	6:21	1:04	7:25	00:00	00:00	Present	10:09:in(BIOMETRIC),17:34:out(BIOMETRIC),

## Daily Attendance Report (Detailed Summary Report)

Dec 30 2019 To Jan 04 2020

Company: SRBTC

Printed On : Jan 06 2020 10:56

31-Dec-2019	09:42	16:56	GS	10:00	16:30	6:57	00:00	6:57	00:00	00:00	Present	09:42:in(BIOMETRIC),16:56:out(BIOMETRIC),
01-Jan-2020	10:26	17:09	GS	10:00	16:30	00:00	6:43	6:43	00:00	00:00	Holiday Present	10:26:in(BIOMETRIC),17:09:out(BIOMETRIC),
02-Jan-2020	10:06	17:32	GS	10:00	16:30	6:24	1:02	7:26	00:00	00:00	Present	10:06:in(BIOMETRIC),17:32:out(BIOMETRIC),
03-Jan-2020	09:54	17:14	GS	10:00	16:30	6:31	00:44	7:15	00:00	00:00	Present	09:54:in(BIOMETRIC),17:14:out(BIOMETRIC),
04-Jan-2020	09:57	17:00	GS	10:00	16:30	00:00	7:03	7:03	00:00	00:00	Present	09:57:in(BIOMETRIC),17:00:out(BIOMETRIC),

**Total Duration=42 Hrs 49 Min , PresentDays=6 , Leaves=0 , Holiday=1 , 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
30-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),13:33:out(BIOMETRIC),14:00:in(BIOMETRIC),16:01:out(BIOMETRIC),
31-Dec-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	10:17	16:04	GS	10:00	16:30	5:47	00:00	5:47	00:00	00:00	Present	10:17:in(BIOMETRIC),14:04:out(BIOMETRIC),16:04:in(BIOMETRIC),
03-Jan-2020	10:05	16:02	GS	10:00	16:30	5:57	00:00	5:57	00:00	00:00	Present	10:05:in(BIOMETRIC),13:31:out(BIOMETRIC),14:02:in(BIOMETRIC),16:02:out(BIOMETRIC),
04-Jan-2020	10:08	13:21	GS	10:00	16:30	00:00	3:13	3:13	00:00	00:00	Present	10:08:in(BIOMETRIC),13:21:out(BIOMETRIC),

**Total Duration=20 Hrs 39 Min , PresentDays=4 , Leaves=0 , Holiday=1 , AbsentDays=1 , 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
30-Dec-2019	09:36	16:36	GS	10:00	16:30	6:37	00:00	6:37	00:00	00:00	Present	09:36:in(BIOMETRIC),16:36:out(BIOMETRIC),
31-Dec-2019	09:42	16:06	GS	10:00	16:30	6:07	00:00	6:07	00:00	00:00	Present	09:42:in(BIOMETRIC),16:06:out(BIOMETRIC),

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01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	09:56	16:08	GS	10:00	16:30	6:09	00:00	6:09	00:00	00:00	00:00	Present	09:56:in(BIOMETRIC),16:08:out(BIOMETRIC),
03-Jan-2020	09:49	16:12	GS	10:00	16:30	6:13	00:00	6:13	00:00	00:00	00:00	Present	09:49:in(BIOMETRIC),16:06:out(BIOMETRIC),16:12:in(BIOMETRIC),
04-Jan-2020	10:03	13:29	GS	10:00	16:30	00:00	3:26	3:26	00:00	00:00	00:00	Present	10:03:in(BIOMETRIC),13:29:out(BIOMETRIC),

**Total Duration=28 Hrs 32 Min , PresentDays=5 , Leaves=0 , Holiday=1 , AbsentDays=0 , Weekly Off =0**

Emp Code: 34

Employee Name : SHRI RAMESH SHRESTHA

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
30-Dec-2019	10:16	16:01	GS	10:00	16:30	5:45	00:00	5:45	00:00	00:00	Present	10:16:in(BIOMETRIC),13:41:out(BIOMETRIC),14:00:in(BIOMETRIC),16:01:out(BIOMETRIC),
31-Dec-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year
02-Jan-2020	09:53	16:02	GS	10:00	16:30	6:03	00:00	6:03	00:00	00:00	Present	09:53:in(BIOMETRIC),13:41:out(BIOMETRIC),14:01:in(BIOMETRIC),16:02:out(BIOMETRIC),
03-Jan-2020	10:03	16:00	GS	10:00	16:30	5:57	00:00	5:57	00:00	00:00	Present	10:03:in(BIOMETRIC),13:48:out(BIOMETRIC),13:52:(BIOMETRIC),16:00:in(BIOMETRIC),
04-Jan-2020	09:59	13:25	GS	10:00	16:30	00:00	3:26	3:26	00:00	00:00	Present	09:59:in(BIOMETRIC),13:25:out(BIOMETRIC),

**Total Duration=21 Hrs 11 Min , PresentDays=4 , 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
30-Dec-2019	09:36	16:01	GS	10:00	16:30	6:02	00:00	6:02	00:00	00:00	Present	09:36:in(BIOMETRIC),16:01:out(BIOMETRIC),
31-Dec-2019			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent	No Information
01-Jan-2020			GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Holiday	New Year

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**Company:** SRBTC

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02-Jan-2020	09:20	16:07	GS	10:00	16:30	6:08	00:00	6:08	00:00	00:00	Present	09:20:in(BIOMETRIC),16:07:out(BIOMETRIC),
03-Jan-2020	08:48		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	08:48:in(BIOMETRIC),
04-Jan-2020	08:53	13:29	GS	10:00	16:30	00:00	4:36	4:36	00:00	00:00	Present	08:53:in(BIOMETRIC),13:29:out(BIOMETRIC),

**Total Duration=16 Hrs 46 Min , PresentDays=3 , Leaves=0 , Holiday=1 , AbsentDays=2 , Weekly Off =0**















