

## Daily Attendance Report (Detailed Summary Report)

Oct 16 2019 To Oct 19 2019

Company: SRBTC

Printed On : Oct 21 2019 10:40

Department: Teaching Staffs

Emp Code: 1 Employee Name : DR. S.P.SHRESTHA

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019	11:07	15:12	GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	11:07:in(BIOMETRIC),
17-Oct-2019	11:01	17:29	GS	10:00	16:30	5:29	00:59	6:28	1:01	00:00	Present	11:01:in(BIOMETRIC),17:29:out(BIOMETRIC),
18-Oct-2019	10:04	15:12	GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	10:04:in(BIOMETRIC),
19-Oct-2019	10:17	15:38	GS	10:00	16:30	00:00	5:21	5:21	00:00	00:00	WeeklyOff Present	10:17:in(BIOMETRIC),15:38:out(BIOMETRIC),

**Total Duration=11 Hrs 49 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=2 , Weekly Off =0**

Emp Code: 2 Employee Name : SHRI J.A. SARKAR

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019	11:22	15:12	GS	10:00	16:30	3:50	00:00	3:50	1:22	1:17	½Present	11:22:in(BIOMETRIC),15:12:out(BIOMETRIC),
17-Oct-2019	10:41	15:27	GS	10:00	16:30	4:46	00:00	4:46	00:41	1:02	Present	10:41:in(BIOMETRIC),15:27:out(BIOMETRIC),
18-Oct-2019	10:55	15:44	GS	10:00	16:30	4:49	00:00	4:49	00:55	00:45	Present	10:55:in(BIOMETRIC),15:44:out(BIOMETRIC),
19-Oct-2019	10:36	13:18	GS	10:00	16:30	00:00	2:42	2:42	00:00	00:00	WeeklyOff ½Present	10:36:in(BIOMETRIC),13:18:out(BIOMETRIC),

**Total Duration=16 Hrs 7 Min , PresentDays=4 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0**

Emp Code: 3 Employee Name : SMT.P.L.SHERPA (SHRESTHA)

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019	10:24		NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	CL
17-Oct-2019	10:53		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	present	10:36:in(BIOMETRIC),2:30:out(BIOMETRIC),
18-Oct-2019	10:49		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	present	10:36:in(BIOMETRIC),13:18:out(BIOMETRIC),
19-Oct-2019	9.3		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	OD	Official Duty

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

Emp Code: 4 Employee Name : MISS LOCHAN THAPA

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019	10:29	16:37	GS	10:00	16:30	6:08	00:00	6:08	00:00	00:00	Present	10:29:in(BIOMETRIC),16:37:out(BIOMETRIC),

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17-Oct-2019	10:29	16:38	GS	10:00	16:30	6:09	00:00	6:09	00:00	00:00	00:00	Present	10:29:in(BIOMETRIC),16:38:out(BIOMETRIC),
18-Oct-2019	10:22	16:55	GS	10:00	16:30	6:33	00:00	6:33	00:00	00:00	00:00	Present	10:22:in(BIOMETRIC),16:55:out(BIOMETRIC),
19-Oct-2019	10:35	13:54	GS	10:00	16:30	00:00	3:19	3:19	00:00	00:00	00:00	WeeklyOff Present	10:35:in(BIOMETRIC),13:54:out(BIOMETRIC),

**Total Duration=22 Hrs 9 Min , PresentDays=4 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0**

Emp Code: 5 Employee Name : SHRI SRIBARNA MONDAL

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	Applied for C.L
17-Oct-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	Applied for C.L
18-Oct-2019	13:14		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	13:14:in(BIOMETRIC),
19-Oct-2019	10:08	13:40	GS	10:00	16:30	00:00	3:32	3:32	00:00	00:00	WeeklyOff Present	10:08:in(BIOMETRIC),13:40:out(BIOMETRIC),

**Total Duration=3 Hrs 32 Min , PresentDays=2 , Leaves=0 , Holiday=0 , AbsentDays=2 , Weekly Off =0**

Emp Code: 6 Employee Name : SHRI ANAND DAS

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019	10:25	16:43	GS	10:00	16:30	6:18	00:00	6:18	00:00	00:00	Present	10:25:in(BIOMETRIC),16:43:out(BIOMETRIC),
17-Oct-2019	10:13	16:38	GS	10:00	16:30	6:25	00:00	6:25	00:00	00:00	Present	10:13:in(BIOMETRIC),16:38:out(BIOMETRIC),
18-Oct-2019	10:25		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	10:25:in(BIOMETRIC),
19-Oct-2019	10:21	13:55	GS	10:00	16:30	00:00	3:34	3:34	00:00	00:00	WeeklyOff Present	10:21:in(BIOMETRIC),13:55:out(BIOMETRIC),

**Total Duration=16 Hrs 17 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0**

Emp Code: 7 Employee Name : SHRI KHIRAN SUBA

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019	10:19	16:43	GS	10:00	16:30	6:24	00:00	6:24	00:00	00:00	Present	10:19:in(BIOMETRIC),16:43:out(BIOMETRIC),
17-Oct-2019	10:20	16:38	GS	10:00	16:30	6:18	00:00	6:18	00:00	00:00	Present	10:20:in(BIOMETRIC),16:38:out(BIOMETRIC),
18-Oct-2019	10:05		GS	10:00	16:30	00:00	00:00	00:00	00:00	00:00	Absent (No OutPunch)	10:05:in(BIOMETRIC),
19-Oct-2019	10:16	13:59	GS	10:00	16:30	00:00	3:43	3:43	00:00	00:00	WeeklyOff Present	10:16:in(BIOMETRIC),13:59:out(BIOMETRIC),

**Total Duration=16 Hrs 25 Min , PresentDays=3 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0**

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Emp Code: 8      Employee Name : MISS MOUSUMI SARKAR

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
16-Oct-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	Applied for C.L
17-Oct-2019			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Absent	Applied for C.L
18-Oct-2019	13:14	16:59	GS	10:00	16:30	3:45	00:00	3:45	3:14	00:00	½Present	13:14:in(BIOMETRIC),16:59:out(BIOMETRIC),
19-Oct-2019	10:13	13:39	GS	10:00	16:30	00:00	3:26	3:26	00:00	00:00	WeeklyOff Present	10:13:in(BIOMETRIC),13:39:out(BIOMETRIC),

**Total Duration=7 Hrs 11 Min , PresentDays=1.5 , Leaves=0 , Holiday=0 , AbsentDays=2.5 , Weekly Off =0**