

# Report Set Of Window Based Time Office Software

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## 1. DAILY REPORT

### 1.1 DAILY ATTENDANCE REPORT

This report shows the attendance of all the employees for a specified date. One can take this report any time after the start of the shift.

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ATTENDANCE REPORT FOR :- 22/01/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 17:34:57

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN	SHIFT LATE	STATUS
1	0001	00000001	MR R.B.SINGH	G	9.00	09:00:00		P
2	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		P
3	0003	00000003	MR SANJAY SINGH	G	9.00	09:00:00		P
4	0004	00000004	MR SANJAY ARORA	S1	9.30	09:30:00		P
5	0005	00000005	MR R. SUSHIL NAIR	S1	9.30	09:30:00		P
6	0006	00000006	MR PARMOD KUMAR	G	9.00	09:00:00		P
7	0007	00000007	MR ABDUL SAMAD	G	9.00	09:00:00		P
8	0008	00000008	MS. SUNITA RAI	S1	9.30	09:30:00		P
9	0009	00000009	MR SHAJI MATHEW	S1	9.30	09:30:00		P
10	0010	00000010	MR UDAY NARAYAN SING	G	9.00	09:00:00		P
11	0011	00000011	MR ANISH ANWAR	S1	9.30	09:30:00		P
12	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		P
13	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		P
14	0015	00000015	MR CHANDESWAR RAI	S1	9.30	09:30:00		P
15	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		P
16	0017	00000017	MR SUNIL KUMAR	G	9.00	09:00:00		P
17	0018	00000018	MR DINISH KUMAR AKEL	G	9.00	09:00:00		P
18	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		P
19	0020	00000020	MR HARE KRISHNA SING	G	9.00	09:00:00		P
20	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		P
21	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		P
22	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		P

23	0024	00000024	MR RAJ NARAYAN	G	9.00	09:00:00	P
24	0025	00000025	MR DEEPAK KR. KAUSHI	G	9.00	09:00:00	P

**1.2. DAILY ABSENTEEISM REPORT**

**This report shows the employees who are absent, on leave, on Duty on the date for which the report is generated.**

DEMO COMPANY  
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ABSENTEEISM REPORT FOR :- 22/02/2005 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 17:36:53

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ABSENT	LEAVE	ON DUTY	REMARK
1	0150	00000150	RAJU	A			
2	0151	00000151	RAJESH	A			
3	0236	00000236	IDSOGIDOG	A			
TOTAL :-				3			

**1.3. DAILY DEPARTMENT SUMMARY**

**This report shows the Department-wise strength on the date for which the report is generated.**

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DEPARTMENT SUMMARY FOR :- 01/04/2004 SHIFT :- ALL  
RUN DATE 10/05/2004 AND TIME 10:36:59

SRL NO.	DEPARTMENT CODE	DEPARTMENT NAME	TOTAL EMPLOYEE	PRESENT	ON DUTY	ABSENT	LEAVE	WEEKLY OFF
1	D01	ACC. & ADMN.	5.00	4.00			1.00	
2	P01	PERSONNEL	11.00	11.00				
3	F01	FINISHING	34.00	34.00				
4	P02	PACKING	6.00	5.00		1.00		
5	S01	SAMPLING	10.00	10.00				
6	C01	CUTTING	17.00	17.00				
7	T01	THREAD CUTTING	53.00	53.00				
8	M01	MANAGEMENT	2.00	2.00				
9	P03	PRESSING	12.00	11.00				
10	S02	STORES	1.00	1.00				

\*\*\*\* 148.00 1.00 1.00

#### 1.4. LATE ARRIVAL

This report shows the employees who have come later than the Permissible Late Arrival allowed in the shift on the date for which the report is generated. It also shows the late duration like whether he has come within 10-30 mins, 30 to 1 Hr or more than 1 Hr by marking \*\* below the Late field for which he has come late.

DEMO COMPANY

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LATE ARRIVAL REPORT FOR :- 01/04/2004 SHIFT :- ALL  
 RUN DATE 22/02/2005 AND TIME 17:53:16

SR. NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN	LATE	>(0.10)	>(0.30)	>(1.00)	BUS ROUTE
1	0001	00000001	MR R.B.SINGH	G	9.00	09:30:00	0.30	**			

#### 1.5. EARLY ARRIVAL

This report is same as the Late Arrival Report except that it shows the employees who have come earlier than the Shift Start Time on the date for which the report is generated. It also shows the early duration like whether he has come within 10-30 mins, 30 to 1 Hr or more than 1 Hr by marking \*\* below the Early field for which he has come Early.

DEMO COMPANY  
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EARLY ARRIVAL REPORT FOR :- 02/04/2004 SHIFT :- ALL  
RUN DATE 08/03/2005 AND TIME 16:02:31

SR. NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN	EARLY ARRIVAL	-----EARLY----- >(0.10)	>(0.30)	>(1.00)
1	0001	00000001	MR R.B.SINGH	G	9.00	08:00:00	1.00			**



## 1.6. SHIFT WISE PRESENCE

This report shows the Shift Wise Present Status for the employee on the date for which the report is generated.

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SHIFT WISE REPORT FOR :- 01/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 17:55:59

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN	LATE	STATUS	MANUAL
** SHIFT E01									
1	0069	00000069	MR MR SONU	E01	8.00	08:00:00		P	
2	0081	00000081	MR SANJEEV	E01	8.00	08:00:00		P	
3	0085	00000085	MR NEERAJ	E01	8.00	08:00:00		P	
** SHIFT G									
4	0001	00000001	MR R.B.SINGH	G	9.00	09:30:00	0.30	P	M
5	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		P	
6	0003	00000003	MR SANJAY SINGH	G	9.00	08:00:00		P	M
7	0006	00000006	MR PARMOD KUMAR	G	9.00	09:00:00		P	
8	0007	00000007	MR ABDUL SAMAD	G	9.00	09:00:00		P	
9	0010	00000010	MR UDAY NARAYAN SING	G	9.00	09:00:00		P	
10	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		P	
11	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		P	
12	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		P	
13	0017	00000017	MR SUNIL KUMAR	G	9.00	09:00:00		P	
14	0018	00000018	MR DINISH KUMAR AKEL	G	9.00	09:00:00		P	
15	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		P	
16	0020	00000020	MR HARE KRISHNA SING	G	9.00	09:00:00		P	
17	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		P	
18	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		P	
19	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		P	
20	0024	00000024	MR RAJ NARAYAN	G	9.00	09:00:00		P	



21	0025	00000025	MR DEEPAK KR. KAUSHI	G	9.00	09:00:00	P
22	0027	00000027	MR VINAY KUMAR	G	9.00	09:00:00	P
23	0028	00000028	MR ABDUL RAUF KHAN	G	9.00	09:00:00	P
24	0029	00000029	MR YOGESH KUMAR	G	9.00	09:00:00	P
25	0030	00000030	MR NARESH KUMAR	G	9.00	09:00:00	P
26	0031	00000031	MR ASHOK SINGH	G	9.00	09:00:00	P
27	0036	00000036	MR CHOTE LAL	G	9.00	09:00:00	P
28	0037	00000037	MR JITENDER	G	9.00	09:00:00	P
29	0038	00000038	MR RAJESH	G	9.00	09:00:00	P
30	0039	00000039	MR GUDDU KUMAR	G	9.00	09:00:00	P
31	0041	00000041	MR JAY PRAKASH	G	9.00	09:00:00	P
32	0042	00000042	MD MUSTAFA	G	9.00	09:00:00	P

#### 1.7. PUNCH FROM READER

**This report shows the Raw Punch (the actual Punch that is being done in the machine) on the date for which the report is generated. This report can be generated for multiple dates also.**

DEMO COMPANY

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MACHINE RAW PUNCH DATA FOR :- 01/04/2004 TO 30/04/2004 SHIFT :- ALL

RUN DATE 22/02/2005 AND TIME 17:57:30

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	PUNCH - 1	PUNCH - 2
** DATE :01/04/2004					
1	0001	00000001	MR R.B.SINGH	09:30:00	M 18:00:00
2	0002	00000002	MR RAJ KISHORE YADAV	09:00:00	18:00:00
3	0003	00000003	MR SANJAY SINGH	08:00:00	M 18:00:00
4	0004	00000004	MR SANJAY ARORA	09:30:00	18:00:00
5	0005	00000005	MR R. SUSHIL NAIR	09:30:00	18:00:00
6	0006	00000006	MR PARMOD KUMAR	09:00:00	18:00:00
7	0007	00000007	MR ABDUL SAMAD	09:00:00	18:00:00
8	0008	00000008	MS. SUNITA RAI	09:30:00	18:00:00
9	0009	00000009	MR SHAJI MATHEW	09:30:00	18:00:00
10	0010	00000010	MR UDAY NARAYAN SINGH	09:00:00	18:00:00
11	0011	00000011	MR ANISH ANWAR	09:30:00	18:00:00
12	0012	00000012	MR DILIP KUMAR	09:00:00	18:00:00
13	0014	00000014	MR SAGAR RAI	09:00:00	18:00:00
14	0015	00000015	MR CHANDESWAR RAI	09:30:00	18:00:00
15	0016	00000016	MR NASIR AHMED	09:00:00	18:00:00
16	0017	00000017	MR SUNIL KUMAR	09:00:00	18:00:00
17	0018	00000018	MR DINISH KUMAR AKELA	09:00:00	18:00:00
18	0019	00000019	MR KRISHNA YADAV	09:00:00	18:00:00
19	0020	00000020	MR HARE KRISHNA SINGH	09:00:00	18:00:00
20	0021	00000021	MR DEEPAK JHA	09:00:00	18:00:00
21	0022	00000022	MR DHARAMVIR SINGH	09:00:00	18:00:00
22	0023	00000023	MRS . NEEMA DEVI	09:00:00	18:00:00
23	0024	00000024	MR RAJ NARAYAN	09:00:00	18:00:00
24	0025	00000025	MR DEEPAK KR. KAUSHIK	09:00:00	18:00:00
25	0026	00000026	MR KAMAL DATTA	09:30:00	18:00:00
26	0027	00000027	MR VINAY KUMAR	09:00:00	18:00:00
27	0028	00000028	MR ABDUL RAUF KHAN	09:00:00	18:00:00
28	0029	00000029	MR YOGESH KUMAR	09:00:00	18:00:00

1.8. PUNCH THROUGH MANUAL VOUCHER

This report shows the Manual Punch (the Punch that is being done manually through the Manual

Punch Voucher) on the date for which the report is generated. This report can be generated for multiple dates also.

DEMO COMPANY  
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MANUAL RAW PUNCH DATA FOR :- 01/04/2004 TO 30/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 17:58:44

-----  
SRL    PAYROLL    CARD    EMPLOYEE'S    PUNCH - 1    PUNCH - 2  
NO.    NO            NO.    NAME  
-----

\*\* DATE : 01/04/2004

1	0001	00000001	MR R.B.SINGH	09:30:00	M
2	0003	00000003	MR SANJAY SINGH	08:00:00	M

\*\* DATE : 03/04/2004

3	0009	00000009	MR SHAJI MATHEW	07:45:00	M
---	------	----------	-----------------	----------	---

1.9 PUNCH THROUGH REASON CARD

This report shows the Punch that is being done through the Reason Card on the date for which the report is generated.

DEMO,  
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REASON CARD REPORT FOR :- 01/01/2004 TO 31/01/2004 SHIFT :- ALL  
RUN DATE 10/05/2004 AND TIME 11:02:04

-----  
SRL    PAYROLL    CARD    EMPLOYEE'S    TIME    REASON  
NO.    NO            NO.    NAME  
-----

\*\* DATE : 01/01/2004

1	0001	00000001	MR R.B.SINGH	09:00:00	ON DUTY
---	------	----------	--------------	----------	---------

2 0003 00000003 MR SANJAY SINGH 09:00:00 ON DUTY  
 3 0005 00000005 MR R. SUSHIL NAIR 09:30:00 ON DUTY  
 4 0009 00000009 MR SHAJI MATHEW 09:30:00 ON DUTY

**1.10 DAILY PERFORMANCE REPORT**

This report shows the Daily Performance for the employee on the date for which the report is generated.

DEMO COMPANY  
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DAILY PERFORMANCE FOR :- 01/04/2004 SHIFT :- ALL  
 RUN DATE 22/02/2005 AND TIME 17:59:46

SRL OVER TIME NO.	PAYROLL OVER STAY NO	CARD MANUAL NO.	EMPLOYEE'S NAME	SHIFT	START	IN	LUNCH OUT	LUNCH IN	OUT	HOURS WORKED	STATUS	EARLY ARRIVAL	SHIFT LATE	SHIFT EARLY	EXCESS LUNCH	OT
M	1	0001	00000001	MR R.B.SINGH	G	9.00	09:30:00		18:00:00	8.30	SRT				0.30	
	2	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		18:00:00	9.00	P					
1.00	3	0003	00000003	MR SANJAY SINGH	G	9.00	08:00:00		18:00:00	10.00	P	1.00				
	4	0004	00000004	MR SANJAY ARORA	S1	9.30	09:30:00		18:00:00	8.30	P					
	5	0005	00000005	MR R. SUSHIL NAIR	S1	9.30	09:30:00		18:00:00	8.30	P					
	6	0006	00000006	MR PARMOD KUMAR	G	9.00	09:00:00		18:00:00	9.00	P					
	7	0007	00000007	MR ABDUL SAMAD	G	9.00	09:00:00		18:00:00	9.00	P					
	8	0008	00000008	MS. SUNITA RAI	S1	9.30	09:30:00		18:00:00	8.30	P					
	9	0009	00000009	MR SHAJI MATHEW	S1	9.30	09:30:00		18:00:00	8.30	P					
	10	0010	00000010	MR UDAY NARAYAN SINGH	G	9.00	09:00:00		18:00:00	9.00	P					
	11	0011	00000011	MR ANISH ANWAR	S1	9.30	09:30:00		18:00:00	8.30	P					
	12	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		18:00:00	9.00	P					

13	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		18:00:00	9.00	P
14	0015	00000015	MR CHANDESWAR RAI	S1	9.30	09:30:00		18:00:00	8.30	P
15	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		18:00:00	9.00	P
16	0017	00000017	MR SUNIL KUMAR	G	9.00	09:00:00		18:00:00	9.00	P
17	0018	00000018	MR DINISH KUMAR AKELA	G	9.00	09:00:00		18:00:00	9.00	P
18	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		18:00:00	9.00	P
19	0020	00000020	MR HARE KRISHNA SINGH	G	9.00	09:00:00		18:00:00	9.00	P
20	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		18:00:00	9.00	P
21	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		18:00:00	9.00	P
22	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		18:00:00	9.00	P

**1.11. EARLY DEPARTURE**

This report shows the employee who have gone earlier in the shift than the Permissable Early Departure allowed for the employee on the date for which the report is generated.

DEMO COMPANY  
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EARLY DEPARTURE FOR :- 02/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 18:12:45

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	RTC	SHIFT	END	OUT	SHIFT EARLY	STATUS	OT	OVER STAY	MANUAL
1	0002	00000002	MR RAJ KISHORE YADAV	Y	G	18.00	16:30:00	1.30	SRT	0.00	0.00	M

**1.12. SHIFT CHANGE STATEMENT**

This report shows the employee for whom the Shift has been changed from the actual Shift on the date for which the report is generated.

DEMO COMPANY  
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SHIFT CHANGE REPORT FOR :- 02/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 18:20:14

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	ACTUAL SHIFT	SHIFT	START	IN	OUT	HOURS WORKED	STATUS	EARLY ARRIVAL	SHIFT LATE	MANUAL
1	0001	00000001	MR R.B.SINGH	N01	G	20.00	18:00:00	08:00:00	13.00	P	2.00		M

**1.13. TIME LOSS REPORT**

**This report shows the Total Time Loss in Hours for the employee on the date for which the report is generated.**

DEMO COMPANY  
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TIME LOSS REPORT FOR :- 01/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 18:21:47

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	END	STATUS	EARLY ARRIVAL	SHIFT LATE	SHIFT EARLY	LUNCH LATE	LUNCH EARLY	EXCESS LUNCH	OT	LOSS HOURS	OVER STAY	MANUAL
1	0001	00000001	MR R.B.SINGH	G	9.00	18.00	SRT		0.30						0.30		M

**1.14. MISSING & REVERIFICATION REPORT**

This report shows the employees who have not punched their cards as per the punches required for a day or who have incorrect shift allocation on the date for which the report is generated. This report facilitates the user to Correct the shifts, punches for further processing.

DEMO COMPANY  
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MISSING PUNCH, INCORRECT SHIFT OR REVERIFICATION REPORT FROM :- 01/04/2004 TO 30/04/2004  
RUN DATE 22/02/2005 AND TIME 18:23:20

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	IN	LUNCH OUT	LUNCH IN	OUT	HOURS WORKED	LATE	EARLY	STATUS	OT
** DATE : 03/04/2004													
1	0006	00000006	MR PARMOD KUMAR	N01	09:00:00			18:00:00	9.00		14.00	P	
2	0010	00000010	MR RAJESH KUMAR	N01	22:00:00							MIS	

**1.15. CONTINUOUS LATE ARRIVAL REPORT**

This report shows the employees who have come late in the shift than the Permissible Late Arrival allowed for the employee from the date the user has entered and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously coming late for any number of days.

DEMO COMPANY  
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CONTINUOUS LATE ARRIVAL REPORT FOR :- 01/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 18:24:50



SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	LATE SINCE	No. of Days	LATE	>(0.10)	>(0.30)	>(1.00)	BUS ROUTE
1	0001	00000001	MR R.B.SINGH	01/04/2004	1	0.30	**			

### 1.16. CONTINUOUS EARLY DEPARTURE REPORT

This report is same as the above mentioned one except that it shows the employees who have gone earlier in the shift than the Permissible Early Departure allowed for the employee from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously going early for any number of days.

DEMO COMPANY  
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CONTINUOUS EARLY DEPARTURE REPORT FOR :- 02/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 18:25:40

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	EARLY SINCE	No. of Days	EARLY	>(0.10)	>(0.30)	>(1.00)	BUS ROUTE
1	0002	00000002	MR RAJ KISHORE YADAV	02/04/2004	1	1.30				**

### 1.17. CONTINUOUS ABSENTEEISM REPORT

This report is same as the above mentioned one except that it shows the employees who are continuously absent from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously absent for any number of days.



1.19. OVER TIME DEPARTMENT WISE

This report shows the total Over Time the employee has done and the Overtime Amount for that particular department on the date for which the report is generated.

DEMO COMPANY  
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OVERTIME SUMMARY FOR :- 05/04/2004 SHIFT :- ALL  
RUN DATE 22/02/2005 AND TIME 18:35:31

SRL NO	DEPARTMENT	OT	OTAMOUNT
1	CUTTING	5.00	0.00

1.20. OVER TIME EMPLOYEE WISE

This report is sama as above one except it shows the total Over Time the employee has done and the Overtime Amount for that particular employee on the date for which the report is generated.

DEMO,  
-----

Page No. : 1

OVERTIME REGISTER FOR :- 01/04/2004 SHIFT :- ALL  
RUN DATE 10/05/2004 AND TIME 11:19:25

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	OT	OTAMOUNT
1	0059	00000059	MR BALI HARI	9.00	0.00

2. MONTHLY REPORTS



6 0006	00000006 MR PARMOD	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	26.00	4.00
		0.00	30.00	0.00	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P		
7 0007	00000007 MR ABDUL	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	26.00	4.00
		0.00	30.00	0.00	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P		
8 0008	00000008 MS. SUNITA	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	26.00	4.00
		0.00	30.00	0.00	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P		
9 0009	00000009 MR SHAJI	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	26.00	4.00
		0.00	30.00	0.00	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P		

**2.1.2. FORM 12A**

**This is a standard government report and is generated as per the government standards.**



1	0001	00000001	MR R.B.SINGH	MR. C.K.SINGH	STAFF	PACKING	G	26.00	0.00	0.00		
2	0002	00000002	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	WORKER	FINISHING	G	26.00	0.00	0.00		
3	0003	00000003	MR SANJAY SINGH	MR HARISH CHANDER SINGH	WORKER	CUTTING	G	26.00	0.00	0.00		
4	0004	00000004	MR SANJAY ARORA	MR D.C.ARORA	MANAGEMENT	MANAGEMENT	S1	26.00	0.00	0.00		
5	0005	00000005	MR R. SUSHIL NAIR	MR V. RAMAN NAIR	STAFF	ACC. & AD	S1	26.00	0.00	0.00		
6	0006	00000006	MR PARMOD KUMAR	MR SALIG RAM	WORKER	PACKING	G	26.00	0.00	0.00		
7	0007	00000007	MR ABDUL SAMAD	MR LATE MD. MEHBOOB	WORKER	CUTTING	G	26.00	0.00	0.00		
8	0008	00000008	MS. SUNITA RAI		STAFF	ACC. & AD	S1	26.00	0.00	0.00		
9	0009	00000009	MR SHAJI MATHEW	MR V.J.MATHEW	STAFF	ACC. & AD	S1	26.00	0.00	0.00		



2.1.2. Form 12b (2<sup>ND</sup> part of the same report )

NAME OF FACTORY OR OFFICE.... DEMO COMPANY  
 1st April 2004 TO 30th April 2004

Page No. 1B\_M\_

Time of REST PERIOD		Time of Completion	
From	To	From	To
MON to FRI			





2.1.3 FORM 25

This is a standard government report and is generated as per the government standards.

GENERAL SHIFT

ATTENDANCE REGISTER

FORM NO. 25

Time of REST PERIOD		Time of Completion	
Commencement	of Work	From Of Work	To
From	To	From	To
MON to FRI			
Saturday			
SUNDAY			
SYSTEM OF			
ROTATION			

EMPLOYEES INFORMATION |  
 |A.W. |Rest | Leaves |Abs- |Wages |Remark

A T T E N D A N C E





S/O MR V. RAMAN NAIR	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO		
P  P  P  P  P  26.00  4.00																												
ESI NO.-	DOB - 12/10/1971																											
-----																												
PF NO. -	DOJ - 22/01/2002																											
Desig. DOC INCHARGE																												
Deptt.ACC. & ADMN.	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	
P  P  P  P  P																												
-----																												
PREPARED BY																		CHECKED BY										VERIFIED BY
TOTALS : 130.0 20.00																												
-----																												

## 2.2 REGISTERS

### 2.2.1 MONTHLY PERFORMANCE REGISTER

**This report shows the Monthly Performance for each individual employee for each individual date with all the details as total No. of Days Present, Absent, Hours Worked. It also shows the In Time Punch, Out Time, Total Hours Worked, Total Hour OverTime Done and the Status (Present, Absent, Leave Type taken , Weekly Off etc) for each individual date.**

DEMO COMPANY  
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PERFORMANCE REGISTER FROM : 01/04/2004 TO 30/04/2004



-----  
 -----  
 23      24      1      2      3      4      5      6      7      8      9      10      11      12      13      14      15      16      17      18      19      20      21      22  
 -----  
 23      24      25      26      27      28      29      30

-----  
 -----  
 PAYROLL NO., CARD NO. & NAME    0001                    00000001    MR R.B.SINGH                    PRESENT : 26.00                    HOLIDAY : 4.00                    HOURS  
 WORKED : 234.00  
 IN - 1      9.00      9.00      9.00                    9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00  
 9.00    9.00                    9.00      9.00      9.00      9.00      9.00  
 OUT- 2  
 IN - 2  
 OUT- 1    18.00    18.00    18.00                    18.00    18.00    18.00    18.00    18.00    18.00      18.00    18.00    18.00    18.00    18.00    18.00                    18.00    18.00    18.00    18.00  
 18.00    18.00                    18.00    18.00    18.00    18.00    18.00  
 WORK            9.00      9.00      9.00                    9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00  
 9.00    9.00                    9.00      9.00      9.00      9.00      9.00  
 OT  
 STATUS            P            P            P            WO            P            P            P            P            P            P            WO            P            P            P            P            P            WO            P            P            P            P  
 P            P            WO            P            P            P            P

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 -----  
 23      24      1      2      3      4      5      6      7      8      9      10      11      12      13      14      15      16      17      18      19      20      21      22  
 -----  
 23      24      25      26      27      28      29      30

-----  
 -----  
 PAYROLL NO., CARD NO. & NAME    0002                    00000002    MR RAJ KISHORE YADAV                    PRESENT : 26.00                    HOLIDAY : 4.00                    HOURS  
 WORKED : 234.00  
 IN - 1      9.00      9.00      9.00                    9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00  
 9.00    9.00                    9.00      9.00      9.00      9.00      9.00  
 OUT- 2  
 IN - 2  
 OUT- 1    18.00    18.00    18.00                    18.00    18.00    18.00    18.00    18.00    18.00      18.00    18.00    18.00    18.00    18.00    18.00                    18.00    18.00    18.00    18.00  
 18.00    18.00                    18.00    18.00    18.00    18.00    18.00  
 WORK            9.00      9.00      9.00                    9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00      9.00  
 9.00    9.00                    9.00      9.00      9.00      9.00      9.00  
 OT

STATUS	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P				
P	P	WO	P	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P				
23	24	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
		25	26	27	28	29	30																			
PAYROLL NO., CARD NO. & NAME				0003	00000003			MR SANJAY SINGH					PRESENT : 26.00					HOLIDAY : 4.00			HOURS					
WORKED :				234.00																						
IN - 1	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00			
9.00	9.00		9.00	9.00	9.00	9.00	9.00																			
OUT- 2																										
IN - 2																										
OUT- 1	18.00	18.00	18.00		18.00	18.00	18.00	18.00	18.00	18.00		18.00	18.00	18.00	18.00	18.00	18.00		18.00	18.00	18.00	18.00	18.00			
18.00	18.00		18.00	18.00	18.00	18.00	18.00																			
WORK	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00			
9.00	9.00		9.00	9.00	9.00	9.00	9.00																			
OT																										
STATUS	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P				
P	P	WO	P	P	P	P	P																			

**2.2.2. ABSENTEEISM REGISTER**

**This report shows the details of the employee who are absebt date wise for each employee for the period the report is generated.**

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 DEMO COMPANY  
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PAGE NO : 1

Absenteeism Register From :01/12/2004 TO 31/12/2004

RUN DATE 28/02/2005 Time 16:40:20

S.NO.	PAYCODE	CARD NO.	NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21th	22th	23th	24th					
				25th	26th	27th	28th	29th	30th	31th	TOTAL																					
1	0001	00000001	MR R.B.SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
2	0002	00000002	MR RAJ KISHORE YADAV	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
3	0003	00000003	MR SANJAY SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
4	0004	00000004	MR SANJAY ARORA	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
5	0005	00000005	MR R. SUSHIL NAIR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
6	0006	00000006	MR PARMOD KUMAR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
7	0007	00000007	MR ABDUL SAMAD	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
8	0008	00000008	MS. SUNITA RAI	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00				
1.00	-	1.00		1.00	1.00	1.00	1.00	27.00																								
9	0009	00000009	MR SHAJI MATHEW																													





### 2.2.5. OVER STAY REPORT

This report shows the details of the employee who have stayed more than the actual shift hours and the total duration for the period the report is generated.

DEMO COMPANY  
-----

PAGE NO : 1

Overstay Register From :01/04/2004 TO 10/04/2004

RUN DATE 22/02/2005

Time 19:16:24

S.NO.	PAYCODE	CARD NO.	NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	TOTAL
1	0001	00000001	MR R.B.SINGH	-	2.00	-	-	-	-	-	-	-	-	2.00
2	0003	00000003	MR SANJAY SINGH	1.00	-	-	-	5.00	-	-	-	-	-	6.00
3	0009	00000009	MR SHAJI MATHEW	-	-	2.00	-	-	-	-	-	-	-	2.00

### 2.2.6. OVER TIME REPORT

This report shows the details of the employee who have done overtime date wise and the total duration for the period the report is generated.

DEMO COMPANY  
-----

PAGE NO : 1

Overtime Register From :01/04/2004 TO 10/04/2004

RUN DATE 22/02/2005

Time 19:17:30

S.NO.	PAYCODE	CARD NO.	NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	TOTAL
-------	---------	----------	------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	-------

1	0001	00000001	MR R.B.SINGH	-	1.00	-	-	-	-	-	-	1.00
2	0003	00000003	MR SANJAY SINGH	-	-	-	5.00	-	-	-	-	5.00

**2.2.7. SHIFT SCHEDULE**

This report shows the details of the shift the employee has to attend date wise (the one created through the Duty Roster Option and changed through the Shift Change Voucher ) for the period the report is generated.

DEMO COMPANY

ALL SHIFT EMPLOYEE

MONTHLY SHIFT SCHEDULE FROM : 01/04/2004 TO 10/04/2004

S.NO	PAYROLL	EMP.	NAME	DESIGNATION	SHIFT TYPE	SHIFT PATTERN	WEEKLY OFF 1ST	WEEKLY OFF 2ND	2ND OFF F/H	OFF DAYS	1	2	3	4	5	6	7	8	9	10	
1	0001	00000001	MR R.B.SINGH	PACKING INCH	F	G	SUN	NON	F	1.00	G	N01	E01	OFF	E01	E01	E01	E01	E01	E01	E01
2	0002	00000002	MR RAJ KISHORE YADAV	FINISHING SU	F	G	SUN	NON	F	1.00	G	G	G	OFF	G	G	G	G	G	G	G
3	0003	00000003	MR SANJAY SINGH	LAYER HELPER	F	G	SUN	NON	F	1.00	G	G	G	OFF	G	G	G	G	G	G	G
4	0004	00000004	MR SANJAY ARORA	MGR ( QC & P	F	S1	SUN	NON	F	1.00	S1	S1	S1	OFF	S1	S1	S1	S1	S1	S1	S1

**2.3. SUMMARY REPORTS**

**2.3.1 EMPLOYEE WISE SUMMARY DETAIL**

This report shows the Attendance details of the employee in a concise form for the period the report is generated.



RUN DATE 22/02/2005 AND TIME 19:19:56

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	PRE.	ABS.	WO	LEAVE	OT	OT AMOUNT
1	0001	00000001	MR R.B.SINGH	26.00		4.00		1.00	
2	0002	00000002	MR RAJ KISHORE YADAV	26.00		4.00			
3	0003	00000003	MR SANJAY SINGH	26.00		4.00		5.00	
4	0004	00000004	MR SANJAY ARORA	26.00		4.00			
5	0005	00000005	MR R. SUSHIL NAIR	26.00		4.00			

### 2.3.2. DEPARTMENT WISE SUMMARY DETAILS

This report shows the Department wise Attendance details in a concise form for the period the report is generated.

PAGE NO 1

DEMO COMPANY

ATTENDANCE DETAILS DEPARTMENT WISE FROM :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:20:42

SRL NO.	DEPARTMENT CODE	DEPARTMENT NAME	TOTAL EMPLOYEE	PRESENT	ABSENT	LEAVE	WEEKLY OFF
1	D01	ACC. & ADMN.	5.00	130.00			20.00
2	P01	PERSONNEL	11.00	286.00			44.00
3	F01	FINISHING	41.00	884.00			136.00
4	P02	PACKING	8.00	156.00			24.00
5	S01	SAMPLING	16.00	260.00			40.00
6	C01	CUTTING	22.00	442.00			68.00
7	T01	THREAD CUTTING	80.00	1378.0			212.00
8	M01	MANAGEMENT	3.00	52.00			8.00
9	P03	PRESSING	12.00	312.00			48.00

10 S02 STORES

2.00 26.00

4.00

2.3.3. SHIFT WISE PRESENT SUMMARY DETAILS

This report shows the Attendance details of each individual employee shift wise in a concise form for the period the report is generated.

PAGE NO 1

-----  
DEMO COMPANY  
-----

ATTENDANCE DETAILS SHIFTWISE FROM 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:21:28

SRL NO	PAYCODE	CARD NO.	EMPLOYEE NAME	SHIFT	PRE.	ABS.	WO	LEAVE	OT	OTAMOUNT
1	0001	00000001	MR R.B.SINGH	E01	24.00					
				G	1.00					
				N01	1.00				1.00	
				OFF			4.00			
** SUBTOTAL **					26.00		4.00		1.00	
2	0002	00000002	MR RAJ KISHORE YADAV	G	26.00					
				OFF			4.00			
** SUBTOTAL **					26.00		4.00			

**2.3.4. EARLY DEPARTURE SUMMARY**

**This report shows the details of the employee who have gone and the total no. of days in a concise form for the period the report is generated.**

PAGE NO 1

-----  
DEMO COMPANY  
-----

EARLY DEPARTURE REPORT FROM 01/04/2004 To 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:22:56

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	EARLY DEPARTURE	No Of Days
1	0002	00000002	MR RAJ KISHORE YADAV	1.30	1
2	0006	00000006	MR PARMOD KUMAR	14.00	1

**2.3.5. OVER TIME SUMMARY**

**This report shows the details of the Over Time done and the Over Time Amount for each individual employee for the period the report is generated.**

PAGE NO 1

-----  
DEMO COMPANY  
-----

OT SUMMARY FOR THE MONTH OF April,2004

RUN DATE 22/02/2005 AND TIME 19:23:34

-----  
SRL    PAYROLL    CARD NO.    EMPLOYEE 'S NAME    OT    OTAMOUNT  
NO.    NO.  
-----

Department CUTTING  
1    0003    00000003    MR SANJAY SINGH    5.00    0.00  
  
Department PACKING  
2    0001    00000001    MR R.B.SINGH    1.00

**2.3.6. LATE AND OVER STAY**

**This report shows the total number of Days an employee has come Late and has stayed more than the Shift Hours for the period the report is generated.**

PAGE NO    1

DEMO COMPANY  
-----

LATE AND OVER STAY FROM :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:24:19

S.NO.	PAYROLL	CARD	EMPLOYEE'S NAME	LATE	NO OF DAY	OVER STAY
1	0001	00000001	MR R.B.SINGH	24.30	26	2.00
2	0003	00000003	MR SANJAY SINGH		2	6.00
3	0009	00000009	MR SHAJI MATHEW		1	2.00

### 2.3.7. TIME LOSS

This report shows the total loss an employee has done (in Hours and No. of Days )in the Form of Late Arrival in the Shift, Early arrival , Excess Lunch Time taken, Stayed more than the Shift end Time for the period the report is generated.

PAGE NO 1

DEMO COMPANY

TOTAL LOSS & OVER STAY HOURS FROM :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:25:08

S.NO.	PAYROLL	CARD	EMPLOYEE'S NAME	LATE HRS. & DAY	EARLY HRS. & DAY	EXCESS LUNCH HRS. & DAY	LOSS HOURS	OVER STAY	NET OS
1	0001	00000001	MR R.B.SINGH	24.30 25			24.30	2.00	-22.30
2	0002	00000002	MR RAJ KISHORE YADAV		1.30 1		1.30		-1.30
3	0003	00000003	MR SANJAY SINGH				0.00	6.00	6.00
4	0006	00000006	MR PARMOD KUMAR		14.00 1		14.00		-14.00
5	0009	00000009	MR SHAJI MATHEW				0.00	2.00	2.00

## 2.4 PERCENTAGE ANALYSIS

### 2.4.1 EMPLOYEE WISE ANALYSIS

This report gives an analysis of the total Attendance employee wise in percentage for the period the report is generated.

PAGE NO 1

DEMO COMPANY  
-----

PERCENTAGE ANALYSIS REPORTS FOR THE MONTH OF April,2004

RUN DATE 22/02/2005 AND TIME 19:26:12

SRL NO	PAYROLL	CARD NO.	EMPLOYEE'S NAME	DAYS	PRE	%	ABS.	%	LEAVE	%	WO	%
1	0001	00000001	MR R.B.SINGH	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
2	0002	00000002	MR RAJ KISHORE YADAV	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
3	0003	00000003	MR SANJAY SINGH	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
4	0004	00000004	MR SANJAY ARORA	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
5	0005	00000005	MR R. SUSHIL NAIR	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
6	0006	00000006	MR PARMOD KUMAR	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
7	0007	00000007	MR ABDUL SAMAD	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33

8	0008	00000008	MS. SUNITA RAI	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
9	0009	00000009	MR SHAJI MATHEW	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
10	0010	00000010	MR UDAY NARAYAN SINGH	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
11	0011	00000011	MR ANISH ANWAR	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
12	0012	00000012	MR DILIP KUMAR	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
13	0014	00000014	MR SAGAR RAI	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
14	0015	00000015	MR CHANDESWAR RAI	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
15	0016	00000016	MR NASIR AHMED	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
16	0017	00000017	MR SUNIL KUMAR	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
17	0018	00000018	MR DINISH KUMAR AKELA	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
18	0019	00000019	MR KRISHNA YADAV	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
19	0020	00000020	MR HARE KRISHNA SINGH	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
20	0021	00000021	MR DEEPAK JHA	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33
21	0022	00000022	MR DHARAMVIR SINGH	30.00	26.00	86.67	0.00	0.00	0.00	0.00	4.00	13.33

#### 2.4.2. DEPARTMENT WISE PERCENTAGE

This is same as the above report except that it gives an analysis department wise in percentage for the period the report is generated.

PAGE NO 1

DEMO COMPANY

DEPARTMENT WISE PERCENTAGE ANALYSIS REPORTS FOR THE MONTH OF April,2004

RUN DATE 22/02/2005 AND TIME 19:26:44

SRL NO	DEPARTMENT CODE	DEPARTMENT NAME	TOTAL EMPLOYEE	PRESENT (%)	ABSENT (%)	LEAVE (%)	WO (%)
1	D01	ACC. & ADMN.	5	86.67	0.00	0.00	13.33
2	P01	PERSONNEL	11	86.67	0.00	0.00	13.33
3	F01	FINISHING	41	86.67	0.00	0.00	13.33
4	P02	PACKING	8	86.67	0.00	0.00	13.33
5	S01	SAMPLING	16	86.67	0.00	0.00	13.33

6	C01	CUTTING	22	86.67	0.00	0.00	13.33
7	T01	THREAD CUTTING	80	86.67	0.00	0.00	13.33

### 3. MEMO GENERATIONS

#### 3.1. LATE ARRIVAL MEMO

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the total duration he was late and the date he was late. This is a useful tool for the Personnel Department as the memo is generated automatically.

PAGE NO 1

Name	: MR R.B.SINGH	C. No.	: -----
F/Name	: MR. C.K.SINGH	Date	: 22/02/2005
Deptt	: P02 PACKING		
Emp Code	: 00000001	Paycode	: 0001

REG:- YOUR LATE ARRIVAL MEMO/NOTICE  
-----

We have found from our record of TIME OFFICE that you were 0.30 Hrs. late on the date 01/04/2004 (Thursday) without prior permission. Please give explanation to Time Office immediately.

For

(PERSONNEL OFFICER)

#### 3.2. ABSENT MEMO

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the date he was absent along with the day.

PAGE NO 1

Name	: MR SANJAY SINGH	C. No.	: -----
------	-------------------	--------	---------



F/Name : MR HARISH CHANDER SINGH  
Deptt : C01 CUTTING  
Emp Code : 00000003

Date : 22/02/2005

Paycode: 0003

REG:- YOUR ABSENTEEISM  
-----

We have found from our record of TIME OFFICE that you were absent on the date 01/12/2004 (Wednesday) without prior permission. Please give explanation to Time Office immediately.

For

(PERSONNEL OFFICER)

#### 4. LEAVE REPORTS

##### 4.1 LEAVE CARD

The Leave Card for each individual employee for a particular year can be generated which gives the details of the Accrual Leaves, Consumed Leaves and the Leave Balance to his credit.

PAGE NO 1

DEMO COMPANY  
-----

LEAVE CARD FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:46:00

-----  
Employee's Card No. : 00000001

Employee's PAYROLL Code & Name : 0001

MR R.B.SINGH

Department Code & Name : P02 PACKING

Leave Type	Leave Accrued	Leave Consumed	Leave Balance
EARNED LEAVE	0.00	1.00	-1.00
TOTAL :-	----- 0.00 -----	----- 1.00 -----	----- -1.00 -----

#### 4.2. SANCTIONED LEAVE

This report shows the details of the Sanctioned Leave taken by the employee. Apart from other Details, it also shows whether the Leave has been posted through Voucher or is through the Reason Card.

PAGE NO 1

-----  
DEMO COMPANY  
-----

SANCTIONED LEAVE REPORT FROM 01/04/2004 TO 30/04/2004

RUN DATE 28/02/2005 AND TIME 16:46:43

-----									
PAYROLL	EMPLOYEE	EMPLOYEE NAME	DESIGNATION	DATE	LEAVE	LEAVE POSTED	FEEDED FROM	I/II	HALF
	CODE				TYPE	AMOUNT			
-----									
0001	00000001	MR R.B.SINGH	PACKING IN	05/04/2004	EL	1.00	N		VOUCHER



**4.4. LEAVE CONSUMED**

**This report shows the details of the Leave Consumed for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.**

PAGE NO 1

DEMO COMPANY  
-----

CONSUMED LEAVES REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:48:27

---

SRL	PAYROLL	EMPLOYEE NAME	<-----CONSUMED----->																
NO.			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17
L18	L19	L20																	

---

1	0001	MR R.B.SINGH			1.00														
---	------	--------------	--	--	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

L01 - CASUAL LEAVE    L03 - EARNED LEAVE    L02 - OUT DUTY

**4.5 LEAVE BALANCE**

**This report shows the details of the Leave Balance for each individual employee during a particular**

year. The fields defined are as per the Leave fields defined in the Leave Master.

PAGE NO 1

DEMO COMPANY

BALANCE LEAVE REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:49:09

---

			<-----BALANCE----->																
SRL	PAYROLL	EMPLOYEE NAME	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17
NO.	L18	L19	L20																
1	0001	MR R.B.SINGH	10.00	19.00															
2	0002	MR RAJ KISHORE YADAV																	
3	0003	MR SANJAY SINGH																	
4	0004	MR SANJAY ARORA																	
5	0005	MR R. SUSHIL NAIR																	

---

4.6. LEAVE REGISTER

This report shows the details of the all types of Leaves Accrued, Consumed and Balance for each individual employee during a particular year.

DEMO COMPANY  
-----

PAGE NO. 1 LEAVE REGISTER FOR THE YEAR OF 2004 Run Date :28/02/2005

16:49:58

-----

0001	00000001	MR R.B.SINGH	C/O MR. C.K.SINGH
CL - CASUAL LEAVE		[L]	ACCRUED : 10.00
			BALANCE : 10.00
			=====
EL - EARNED LEAVE		[L]	ACCRUED : 20.00
05/04/2004	0000001		1.00
			BALANCE : 19.00
			=====
OD - OUT DUTY		[P]	ACCRUED : 0.00
			BALANCE : 0.00

-----



5.2 FORM B

This is a standard government report and is generated as per the government standards.

FORM B

[See Rule 7(2)]

Register of Festival Holidays, Casual & Sick Leave in respect of Shri MR R.B.SINGH for the year 2004 under the Punjab Industrial Establishment (National Festival Casual & Sick Leave) Rules, 1965]

1. Date of joining Service 01/09/1998

2. Whether covered by the Employee's State Insurance Scheme, Yes/No

Serial No.	Number Of FestivalHolidays Period for which Festival			Whether granted			Remarks	
	Casual/Sick leave due at  Holidays Casual/sick leave			or refused				
	the begining of the year applied for							
1	2			3			4	
	Holiday	Casual	Sick	From	To	Number of	CL	SL
		Leave	Leave			Leave		
	0	15.00	0.00					
				01/04	03/04	3.00CL	12.00	
				05/04	05/04	1.00CL	11.00	



5.3 FORM 14

This is a standard government report and is generated as per the government standards.

FORM NO. 14  
(Rule No.102)

S. No. ....  
No.....

Department : PACKING  
MR R.B.SINGH

LEAVE WITH WAGES REGISTERS

Name :

Serial No. in the register of Adult/Child Worker : 0001  
Guardian Name : MR. C.K.SINGH

NAME OF FACTORY :

Date

of Discharge / /

Date

and amount of payment made in  
Date of Entry into service : 01/09/1998  
of leave due \_\_\_\_\_

lieu

Calender SL	Wages CO	Wages AB	Wages WO	No of days worked LWP	No of days worked SPL	No of days worked ESI	Total of	Leave Credit Balance	Total of	Whether in	Leave enjoyed From	No. of Days	Balance of	Normal rate	Cash equivalent	Rate of	CL
year	Period	earned	during the	calendar year	of	column	Balance	Leave	column	in	From	To	leave	of	advantage	wages	
of	during	during	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
service	.....	the	No. of	No. of	No. of	No. of	4,6	of leave	earned	9 and	accord-		to	wages	accruing	for	
	to ...	wages	days	of	days	days of	and 7	from	during	10	ance		credit		through	the	
		period	work	days	of	leave		preceding	the year		with				concession-	leave	
			performed	of	mater-	enjoyed		year	mentioned		scheme				nal sales	period	
				lay	nity				in column		under				of food	(total	
				of	leave				1		sec				grains &	of	

												79 (8)							other	column		
																				particulars	15 and	
																					16)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
21	22	23	24	25	26	27																
2004	Jan			27.00		0.00	0.00	27.00		0.00		0.00	0.00									0.00
0.00	0.00	0.00	4.00	0.00	0.00	0.00																
	Feb			24.00		0.00	0.00	24.00		0.00		0.00	0.00									0.00
0.00	0.00	0.00	5.00	0.00	0.00	0.00																
	Mar			27.00		0.00	0.00	27.00		0.00		0.00	0.00									0.00
0.00	0.00	0.00	4.00	0.00	0.00	0.00																
	Apr			26.00		0.00	0.00	26.00		0.00		0.00	0.00									0.00
0.00	0.00	0.00	4.00	0.00	0.00	0.00																

5.4 FORM 15

This is a standard government report and is generated as per the government standards.

FORM NO. 15

(Rule No.103)

S. No. ....  
No. ....





0.00	0.00	26.00	4.00	0.00	0.00	0.00	0	0	0	3	3								0.00
0.00	0.00	26.00	5.00	0.00	0.00	0.00	0	0	0	3	3								0.00

Signature of Employee Received Leave Book  
be allotted to each Worker

Note : Separate page will

**6. MASTERS REPORTS**

**6.1 COMPANY MASTER**

This report gives the details of the Company as entered in the masters.

Page No. : 1

COMPANY MASTER  
-----

S.NO.	Company Code	Company Name	Short Name
1	C01	DEMO COMPANY	DEMO
2	C1	CINZOA	

**6.2 DEPARTMENT MASTER**

This report gives the details of the Department as entered in the masters.

Page No. : 1

DEPARTMENT MASTER  
-----

S.NO.	Department code	Department Name	Head Department
1	C01	CUTTING	SHRI ABDUL SAMAD
2	D01	ACC. & ADMN.	R.SUSHIL NAIR
3	F01	FINISHING	RAJ KISHORE YADAV
4	M01	MANAGEMENT	SANJAY ARORA
5	P01	PERSONNEL	KAMAL DATTA
6	P02	PACKING	R.B.SINGH
7	P03	PRESSING	RAJ KISHORE YADAV
8	S01	SAMPLING	NASIR AHMED
9	S02	STORES	AANISH ANWAR
10	T01	THREAD CUTTING	RAJ KISHORE YADAV

### 6.3 CATEGORY MASTER

This report gives the details of the Category as entered in the masters.

#### CATEGORY MASTER

S.NO.	CATEGORY Code	CATEGORY Name
1	C01	STAFF
2	C02	WORKER
3	C03	MANAGEMENT

#### 6.4 SHIFT MASTER

This report gives the details of the Shift as entered in the masters.

#### SHIFT MASTER

S.NO.	Shift Code	In Time	Lunch Out Time	Lunch In Time	Out Time	Lunch Deduction	Shift Hours	<----- Over Time -----> Minimum	Ded. Time	Ded	Type Of Shift
1	E01	8.00	12.00	13.00	17.00	0.00	9.00	10.00	23.59	0.00	D
2	G	9.00	13.00	14.00	18.00	0.00	9.00	10.00	23.59	0.00	D
3	N01	20.00	0.00	1.00	8.00	1.00	12.00	12.10	23.59	0.00	N
4	S1	9.30	13.00	13.30	18.00	0.00	8.00	8.00	0.00	0.00	D
5	T01	9.30	13.00	14.00	18.00	0.00	0.00	0.00	0.00	0.00	D

#### 6.5 LEAVE MASTER

This report gives the details of the Leave as entered in the masters.

Page No. : 1

#### LEAVE MASTER

S.NO.	Leave Code	Leave Type	Leave Description
1	L01	CL	CASUAL LEAVE
2	L02	OD	OUT DUTY
3	L03	EL	EARNED LEAVE

#### 6.6 EMPLOYEE DETAILS MASTER

This report gives the details of the Employee working in the company. The report can be generated

for either Active Employees / Non- Active Employees or for both type of employees

EMPLOYEE MASTER LISTING

SRL	Payroll	Emp.	Date of	Sex	N A M E	Guardian's Name	Designation	Joining	Authorised	Shift
WEEKLY OFF	<--2nd Weekly Off-->		OT Allowed		Round					
NO.	Code	Code	Birth				Category	Date	Shift	Type
Pattern	1st	2nd	F/H	Shift	Days	OT Rate	The Clock			
SUN	1	0001	00000001	01/07/1962	M	MR R.B.SINGH	MR. C.K.SINGH	01/09/1998	E01,N01	F
	NON	F		Y		Y				
0.00							PACKING INCHARGE			
							STAFF			
SUN	2	0002	00000002	01/07/1973	M	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	01/01/1999		F
	NON	F		Y		Y				
0.00							FINISHING SUPERVISOR			
							WORKER			
SUN	3	0003	00000003	05/06/1982	M	MR SANJAY SINGH	MR HARISH CHANDER SINGH	01/09/1999		F
	NON	F		Y		Y				
0.00							LAYER HELPER			
							WORKER			
SUN	4	0004	00000004	01/03/1967	M	MR SANJAY ARORA	MR D.C.ARORA	03/09/2001		F
	NON	F		Y		N				
0.00							MGR ( QC & PROD)			
							MANAGEMENT			
SUN	5	0005	00000005	12/10/1971	M	MR R. SUSHIL NAIR	MR V. RAMAN NAIR	22/01/2002		F
	NON	F		Y		N				
0.00							DOC INCHARGE			
							STAFF			
SUN	6	0006	00000006	01/11/1983	M	MR PARMOD KUMAR	MR SALIG RAM	01/04/2002		F
	NON	F		Y		Y				
0.00							PACKING HELPER			
							WORKER			



SUN	7	0007	00000007	21/07/1969	M	MR ABDUL SAMAD	MR LATE MD. MEHBOOB	CUTTING MASTER	01/05/2002	F
	NON	F		Y		Y		WORKER		
0.00										
SUN	8	0008	00000008	28/06/1982	M	MS. SUNITA RAI		ASSTT ACC INCHARGE	24/02/2003	F
	NON	F		Y		N		STAFF		
0.00										
SUN	9	0009	00000009	13/01/1973	M	MR SHAJI MATHEW	MR V.J.MATHEW	DOC ASSTT.	05/07/2002	F
	NON	F		Y		N		STAFF		
0.00										

**6.7 EMPLOYEE PERSONAL DETAILS**

**This report gives the personal details of the Employee working in the company. The report can be generated for either Active Employees or Non- Active Employees or for both type of employees**

PERSONAL INFORMATION OF EMPLOYEES

SRL	Payroll	Emp.	Date of	Sex	Blood	N A M E	Guardian's Name	Designation	Address
NO.	Code	Code	Birth		Group	Experience Bus		Category	Permanent
Local			Date			Route			
1	0001	00000001	01/07/1962	M	N/A	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE	VILL &PO-RAM GARHA,
			01/09/1998			MATRIC		STAFF	DISTT SIWAN,
									BIHAT
GALI NO 6, KHORA COLONY, SHANKAR VIHAR GZB , UP									
2	0002	00000002	01/07/1973	M	N/A	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR	VPO CHAKIA ,
G6 HARKESH NAGAR			01/01/1999			MATRIC			

ND 20							WORKER	DISTT BHOJ PUR AARA
3 0003	00000003	05/06/1982 M	N/A	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER		BIHAR
146 SARAI KALE KHAN ,	01/09/1999	MATRIC						VILL DARWA KHUD ,
NIZAMUDDIN, ND						WORKER		PO BARU THAOR KALA ,
4 0004	00000004	01/03/1967 M		MR SANJAY ARORA	MR D.C.ARORA	MGR ( QC & PROD)		DISTT BASTI, UP
5/40A , MOTI NAGAR,	03/09/2001							SAME AS ABOVE
NEW DELHI 15						MANAGEMENT		
5 0005	00000005	12/10/1971 M		MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE		EDAYAT HOUSE , ERUVA EANT
28/1286, MADAN GIR ,	22/01/2002							ERUVA P.O , KAYAM KULLAM,
ND						STAFF		ALLEPPAY, KERALA
6 0006	00000006	01/11/1983 M		MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER		VILL - CHATISAPUR, Z
22, MANAV KALYAN CAMP,	01/04/2002							PO CHANDONI, BHAGWAN PUR.
BADARPUR, ND-44						WORKER		
								DISTT- GAYA , BIHAR.

### 6.8 HOLIDAY MASTER

This report gives the details of the Department as entered in the masters.

Page No. 1

LIST OF HOLIDAY  
YEAR :- 2004  
-----

S.NO.	Date	Holiday	Adj Date	OT Factor
1	26/01/2004	REPUBLIC DAY		1.00
2	15/08/2004	INDEPENDENCE DAY		1.00

## 6.9 CARD REPLACEMENT MASTER

If an employee loses his card due to any reason, a fresh card can be issued to the employee and the data can be accessed with the old card number. On receiving the old card, the new card can be deleted and data will come as per the old card and the employee can punch the new card. The report gives the details of the card replaced.

### LIST OF CARD REPLACEMENT

S.NO.	Emp.	N A M E	Date	New Emp.
1	00000001	MR R.B.SINGH	01/04/2004	00002658
2	00000006	MR PARMOD KUMAR	15/04/2004	00005698

6.10      REASON CARD MASTER

This report gives the details of the Reason Card as entered in the masters.

Page No. :    1

REASON MASTER  
-----

S.NO.	Reason Code	Reason Description	Leave Code	Leave Value	Late	Early	Loss	Excess	Hours
1	R01	ON DUTY		0.00	Y	Y	Y	Y	Y
2	S01	CASUAL LEAVE	L01	1.00					