Report Set of Web Based Time Office Software

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1. DAILY REPORTS

1.1 DAILY ATTENDANCE REPORT

1.1.1 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.

STAR LINK COMMUNICATION PVT. LTD.

Attendance Report of :- 09-Jun-2014

Sl No.	PayCode	Emp Name	Designation	Division / Section	Start	In	Out	Status	Remarks
1	00000005	SUSHEEL KUMAR	ASSISTANT MANAGER	NA	9:00	9:02	18:00	P	
2	00000007	SURESH YADAV	None	NA	9:00			A	
3	00000008	SUNIL KUMAR	None	NA	9:00	9:07	18:10	P	
4	00000011	GAURAV KUMAR	None	NA	9:00	9:09	17:37	P	
5	00000015	DEERAJ BHAN	None	NA	9:00	9:08	18:00	P	
6	00000020	MANOJ KUSHWAHA	None	NA	9:00			A	
7	00000026	LILY MOHANTY	ASSISTANT MANAGER	NA	9:00	9:07	17:36	P	
8	00000031	MANOJ GODAR	None	NA	9:00	9:56	18:00	LA	
9	00000034	ASHRAF JAHANGIR KHAN	None	NA	9:00			L	
10	00000035	NAVNEET KUMAR SINGH	GENERAL MANAGER	NA	9:00	9:09	17:22	P	
11	00000037	ANIL THAKUR	None	NA	9:00			A	

1.1.1 DAILY ABSENTEEISM REPORT

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Absenteeism Report of:- 09-Jun-2014

Sl No.	PayCode	Emp Name	Contact No	Absent	Leave	On Duty
1	00000007	SURESH YADAV		A		
2	00000020	MANOJ KUSHWAHA		A		
3	00000034	ASHRAF JAHANGIR KHAN				OD
4	00000037	ANIL THAKUR		A		
5	00000055	MANOJ GUPTA		A		
6	00000070	RAJ BAHADUR		A		
7	00000072	VIKAS KHARB		A		
8	00000075	MD. RASHID				OD
9	00000098	ALOK KUMAR				OD
10	00000109	SIDHANT KATYAYN				OD
11	00000110	AJAY GUPTA		A		

1.1.2 LATE ARRIVAL

This report shows the employees who have come later than the Permissable 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Shift Schedule Report of:- 09-Jun-2014

Sl No.	Paycode	Employee Name	Shift	Start	In	Shift Late	Late >(0.01)	>(0.10)	>(0.30)	>(1.00)
1	00000031	MANOJ GODAR	GN	09:00	09:56	0.56				L
2	00000041	HARENDRA KUMAR TIWARI	GN	09:00	09:52	0.52				L
3	00000043	JITENDRA KUMAR NAYAK	GN	09:00	09:35	0.35				L
4	00000113	SATISH HANDA	G1	09:00	09:20	0.20		L		
5	00000114	AKASH JAIN	G1	09:00	09:37	0.37				L

1.1.3 Machine Raw Punch

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Machine Punch Report of :- 09-Jun-2014

Sl No.	Paycode	Employee Name	Punch 1	Punch 2	Punch 3	Punch 4
1	00000005	SUSHEEL KUMAR	09:02			
2	00000008	SUNIL KUMAR	09:07	18:10		
3	00000011	GAURAV KUMAR	09:09	17:37		
4	00000015	DEERAJ BHAN	09:08			

1.1.4 Manual Punch

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Manual Punch Report of :- 19-Jun-2014

Sl No.	Paycode	Employee Name	Punch 1		Punch 2		Punch 3	Punch 4
1	00000213	MEENA SINGH	09:35	M	16:30	M		
2	00000215	YOGENDRA	10:00	M	20:30	M		

1.1.5 DAILY PERFORMANCE REPORT

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Performance Report of :- 09-Jun-2014

Sl No.	Paycode	Employee Name	Shift	Start	In	Lunch In	Lunch Out	Out	Hours Worked	Status	Early Arrival	Shift Late	Excess Lunch	OT	Over Time Amount	Over Stay	Manual
1	00000005	SUSHEEL KUMAR	GN	09:00	09:02			18:00	8.28	P							
2	00000007	SURESH YADAV	GN	09:00						A							
3	00000008	SUNIL KUMAR	GN	09:00	09:07			18:10	8.33	P							
4	00000011	GAURAV KUMAR	GN	09:00	09:09			17:37	7.58	P							
5	00000015	DEERAJ BHAN	GN	09:00	09:08			18:00	8.22	P							
6	00000020	MANOJ KUSHWAHA	GN	09:00						A							
7	00000026	LILY MOHANTY	GN	09:00	09:07			17:36	7.59	P							
8	00000031	MANOJ GODAR	GN	09:00	09:56			18:00	7.34	P			0.56				
9	00000034	ASHRAF JAHANGIR KHAN	GN	09:00						OD							
10	00000035	NAVNEET KUMAR SINGH	GN	09:00	09:09			17:22	7.43	P							
11	00000037	ANIL THAKUR	GN	09:00						A							

1.1.6 EARLY DEPARTURE

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

STAR LINK COMMUNICATION PVT. LTD.

Attendance Report of :- 09-Jun-2014

Sl No.	PayCode	Emp Name	Designation	Division / Section	Start	In	Out	Status	Remarks
1	00000005	SUSHEEL KUMAR	ASSISTANT MANAGER	NA	9:00	9:02	18:00	P	
2	00000007	SURESH YADAV	None	NA	9:00			A	
3	00000008	SUNIL KUMAR	None	NA	9:00	9:07	18:10	P	
4	00000011	GAURAV KUMAR	None	NA	9:00	9:09	17:37	ED	
5	00000015	DEERAJ BHAN	None	NA	9:00	9:08	18:00	P	
6	00000020	MANOJ KUSHWAHA	None	NA	9:00			A	
7	00000026	LILY MOHANTY	ASSISTANT MANAGER	NA	9:00	9:07	17:36	ED	
8	00000031	MANOJ GODAR	None	NA	9:00	9:56	18:00	P	
9	00000034	ASHRAF JAHANGIR KHAN	None	NA	9:00			L	
10	00000035	NAVNEET KUMAR SINGH	GENERAL MANAGER	NA	9:00	9:09	17:22	ED	
11	00000037	ANIL THAKUR	None	NA	9:00			A	

1.1.7 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Missing & Revarification Punch Report of :- 19-Jun-2014

Sl No.	Paycode	Employee Name	Shift	In	Lunch In	Lunch Out	Out	Hours Worked	Status	Shift Late	Shift Early	OT
1	00002061	NITIN PARIHAR	SLN	09:01					MIS			
2	00002066	CHANDER PRAKASH	SLN	09:02					MIS			
3	00002068	DEEPAK SHARMA	SLN	09:02					MIS			
4	00002069	PRAVESH	SLN	09:01					MIS			
5	00002070	SHALINI VERMA	SLN	09:01					MIS			
6	00002071	PARDEEP KANWAR	SLN	09:01					MIS			

1.1.9 OVERTIME EMPLOYEE WISE

This Report shows the overtime employee wise of company and report is generated as per following.

B	C	D	E	F	G
COMPANY NAME :-	Midland Microfin Limitec	Over Time Report ofof :- 01-Sep-2018			
Sl_No.	PayCode	Employee Name	Over Time	OT Amount	
1	1	MIDLAND MICROFINE LTD		0	
2	2	Santosh Kumar Srivastav		0	
3	3	Aman Singer		0	
4	4	Deepak Singh		0	
5	5	Mukesh Sharma		0	
6	6	Amripal Singh		0	
7	7	Pupul Ranjan		0	
8	8	Parjapati Ranjan		0	
9	11	Shashi Kumar		0	
10	14	Abhinav Kumar		0	
11	2222	Ravi Sevice punch		0	
12	3013	Aman		0	
13	141	Prakash Chand Sharma		0	

1.2 SUMMARY

1.2.1 DEPARTMENT WISE SUMMARY

This Report shows the Department Wise Summary data

A	B	C	D	E	F	G	H	I	J
						COMPANY NAME :-	Star Link Communicaton Pvt Ltd		
		Department Summary Report of :-	01-Jan-2019						
Sl_No.	Department	Present	Absent	Leave	On Duty	Week Off	OT Hours	Total Employee	% Of Absent
1	D02 Software Department	1	106	0	0	0	0	107	99.0654205607477 %
2	D03 Account	0	97	0	0	0	0	97	100 %
3	D05 Marketing Department	0	202	0	0	0	0	202	100 %
4	D09 OPERATIONS	0	9	0	0	0	0	9	100 %
5	D01 BLANKING	0	7	0	0	0	0	7	100 %
6	D07 OPERATIONS	0	2	0	0	0	0	2	100 %
7	D04 Sales	0	100	0	0	0	0	100	100 %

1.2.2 SHIFTWISE PRESENCE

This Report shows the details of shift wise Presence data of employee

B	C	D	E	F	G	H
		COMPANY NAME :-	Star Link Communicaton Pvt Ltd			
				Shift Wise Summary Report of :-	01-Jan-19	
Sl_No.	PayCode	Employee Name	Shift Start	In Time	Shift Late	Status
SHIFT :-	1					
1	'1234	USER	'10:00	10:30	17:40	P
2	'1235	Shaktee Test	'10:00	10:41	18:30	P
3	'030015	Naveen Kumar	'10:00	'	'	'A
4	'00000001	MIDLAND MICROFIN	'10:00	'	'	'A
5	'00000002	Santosh Kumar Sriva	'10:00	'	'	'A
6	'00000003	Aman Singer	'10:00	'	'	'A

1.2.3 OVERTIME DEPARTMENT SUMARY

This Report shows the overtime Department Summary

COMPANY NAME :-	Star Link Communicaton Pvt Ltd	Over Time Report ofof :- 01-Mar-2019		
Sl_No.	PayCode	Employee Name	Over Time	OT Amount
1	1	MIDLAND MICROFINE LTD		0
2	2	Santosh Kumar Srivastav		0
3	3	Aman Singer		0
4	4	Deepak Singh		0
5	5	Mukesh Sharma		0
6	6	Amripal Singh		0
7	7	Pupul Ranjan	4.39	0
8	8	Parjapati Ranjan		0
9	11	Shashi Kumar		0
10	14	Abhinav Kumar		0
11	2222	Ravi Sevice punch		0

2. MONTHLY REPORTS

2.1 REGISTERS

2.1.1 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Performance Report From :- 01-Jun-2014 To :- 30-Jun-2014

Date`s	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Days	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon

PayCode :- **00000003** Present :-20.00 Holiday :- Leave :- Late Hours :- Ot :-

Name :- **SATISH VERMA** Absent :-5.00 WeekIt Off :- 5.00 Hours Wrk :- 166.53 Ot Amount :-

		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
InTime	:-		09:00	08:54	09:01	09:02	09:03	09:03		09:02	09:05	09:06	09:00	08:57	08:54		08:59	09:03	09:03	09:03	09:01	09:03		08:59	08:56						
Out Time	:-		17:51	17:47	17:56	17:41	18:10	18:06		17:47	18:43	18:08	18:00	18:10	19:34		18:56	19:36	19:02	19:46	16:36	18:16		17:36							
Late	:-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hrs Wrk	:-	0.00	8.21	8.23	8.25	8.09	8.37	8.33	0.00	8.15	9.08	8.32	8.30	8.43	10.10	0.00	9.27	10.03	9.29	10.13	7.05	8.43	0.00	8.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Over Time	:-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Status	:-	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	MIS	A	A	A	A	WO	A
Shift Attn.	:-	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN

2.1.2. LATE REGISTER

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late Arrival Register Report From :- 01-May-2014 To :- 31-May-2014

SlNo.	PayCode	Name	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed	08 Thu	09 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat	Total
1	00000005	SUSHEEL KUMAR					0.13								0.17								0.15								0.24			1.09
2	00000007	SURESH YADAV						0.48						0.16	0.11	1.00								1.16						0.19		0.48		4.38
3	00000008	SUNIL KUMAR														1.04							0.44							0.54				2.42
4	00000011	GAURAV KUMAR								0.22													0.18		0.18					0.19				1.17
5	00000015	DEERAJ BHAN		0.31	2.43		0.29	0.41	0.45	1.00	2.32	1.17		1.12		0.34	0.51		0.39		0.49	0.37		0.57	0.22	0.32		1.46	1.07		0.41	1.31	1.11	22.47
6	00000026	LILY MOHANTY		0.14				0.11						0.12					0.15		0.11			0.13				0.17				0.12		1.45

2.1.3. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Over Time Register Report From :- 01-Jun-2014 To :- 30-Jun-2014

SlNo.	PayCode	Name	01 Sun	02 Mon	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	Total
1	00002068	DEEPAK SHARMA																1.30															1.30
2	00002069	PRAVESH			3.30		4.00					4.30	3.00	2.30	2.30	2.30		1.30	1.30	1.30			2.30										29.30
3	00002070	SHALINI VERMA		2.00										2.30	2.30	2.30		1.30	1.30	1.30			2.30										16.30
4	00002071	PARDEEP KANWAR		2.30										2.30	2.30	2.30		1.30	1.30	1.30		1.30	2.00										18.00

2.1.4. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Shift Schedule Report From :- 01-May-2014 To :- 31-May-2014

SlNo.	PayCode	Name	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed	08 Thu	09 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat
1	00000005	SUSHEEL KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
2	00000007	SURESH YADAV	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
3	00000008	SUNIL KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
4	00000011	GAURAV KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
5	00000015	DEERAJ BHAN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN

2.1.5 MUSTER ROLL

This report shows the details of the employee date wise for two halves for each employee for which the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

SlNo.	PayCode	Name	01 Sun	02 Mon	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	Work Days	Absent	Holiday + WO	Leaves Values CL	PL/EL	SL	ML	Other	Tot
1	00000003	SATISH VERMA	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	MS	A	A	A	A	WO	A								
2	00000004	RAMVEER SINGH	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	A	A	A	A	A	A	WO	A	18.00	7.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	MS	P	P	WO	P	P	P	P	P	P	WO	A	A	A	A	A	A	WO	A								
3	00002016	GIRDHARI LAL	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A								
4	00000006	MINI RAWAT	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	EL	EL	EL	EL	EL	EL	WO	A	A	A	A	A	A	WO	A	12.00	7.00	5.00	0.00	6.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	EL	EL	EL	EL	EL	EL	WO	A	A	A	A	A	A	WO	A								
5	00000036	MANOJ KUMAR	WO	P	P	P	P	P	P	WO	P	P	P	EL	P	P	WO	P	P	P	P	EL	P	WO	P	A	A	A	A	A	WO	A	17.00	6.00	5.00	0.00	2.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	EL	P	P	WO	P	P	P	P	EL	P	WO	P	A	A	A	A	A	WO	A								
6	00002045	DEVINDER TANWAR	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	MS	WO	P	MS	A	A	A	A	WO	A								
7	00003047	BHIMA DEVI	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A								
8	00002003	DHARVINDER GAUTAM	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A								
9	00002008	JOGINDER SINGH	WO	CL	CL	EL	EL	EL	P	WO	P	EL	EL	EL	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	12.00	5.00	5.00	2.00	6.00	0.00	0.00	0.00	30
			WO	CL	CL	EL	EL	EL	P	WO	P	EL	EL	EL	P	P	WO	P	P	P	P	P	P	WO	P	MS	A	A	A	A	WO	A								
10	00002006	KAMALA	WO	P	P	P	P	P	H_D	WO	P	P	P	CL	P	P	WO	P	P	P	P	P	P	WO	A	P	A	A	A	A	WO	A	17.50	5.00	5.00	1.50	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	H_D	WO	P	P	P	CL	P	P	WO	P	P	P	P	P	P	WO	A	P	A	A	A	A	WO	A								
11	00002001	NITIN PARIHAR	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30
			WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A								

2.2 SUMMARY REPORTS

2.2.1 EMPLOYEE WISE SUMMARY DETAIL

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Employee Attendance Summary From :- 01-May-2014 To :- 31-May-2014

SlNo.	Paycode	Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	Total Days
1	00000005	SUSHEEL KUMAR	24.00		4.00	1.00	2.00			31.00
2	00000007	SURESH YADAV	25.00		4.00	1.00	1.00			31.00
3	00000008	SUNIL KUMAR	25.00		4.00	1.00	1.00			31.00
4	00000011	GAURAV KUMAR	25.00		4.00	1.00	1.00			31.00
5	00000015	DEERAJ BHAN	26.00		4.00	1.00				31.00
6	00000020	MANOJ KUSHWAHA	27.00		4.00					31.00
7	00000026	LILY MOHANTY	26.00		4.00	1.00				31.00
8	00000031	MANOJ GODAR	25.00		4.00	1.00	1.00			31.00

2.2.2. DEPARTMENT WISE SUMMARY DETAILS

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Department Attendance Summary From :- 01-May-2014 To :- 31-May-2014

SlNo.	Department Code & Name	Present	Absent	Weekly Off	Holiday	Leave	OT
1	AC - Account	72.00	52.00	20.00	5.00	6.00	
2	AD - Administration	227.50		36.00	9.00	6.50	
3	CSE - CUSTOMER CARE	968.00	9.00	158.00	30.00	75.00	
4	PRD - PRODUCTION	75.00		12.00	3.00	3.00	
5	RD - R & D	45.00		7.00	2.00	8.00	
6	SDD - SOFTWARE DEVELOPMENT	176.00		28.00	7.00	6.00	
7	SL1 - SALES	338.50	3.00	56.00	14.00	22.50	
Total :		**1902.00**	**64.00**	**317.00**	**70.00**	**127.00**	

2.2.3. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Early Departure Summary From :- 01-May-2014 To :- 31-May-2014

SlNo.	Paycode	Name	Early Departure	No. of Days
1	00000007	SURESH YADAV		13.00
2	00000008	SUNIL KUMAR		4.00
3	00000011	GAURAV KUMAR		22.00
4	00000026	LILY MOHANTY		26.00
5	00000035	NAVNEET KUMAR SINGH		9.00
6	00000041	HARENDRA KUMAR TIWARI		16.00
7	00000045	ILYAS AHMED		24.00
8	00000048	PRIYASHA BHADORIYA		26.00

2.2.4. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Over Time Summary From :- 01-Jun-2014 To :- 30-Jun-2014

SlNo.	Paycode	Name	OT	OT Amount
1	00002068	DEEPAK SHARMA	1.30	
2	00002069	PRAVESH	29.30	
3	00002070	SHALINI VERMA	16.30	
4	00002071	PARDEEP KANWAR	18.00	

2.2.5. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late And Over Stay From :- 01-May-2014 To :- 31-May-2014

SlNo.	Paycode	Name	Late	Late Days	Over Stay
1	00000005	SUSHEEL KUMAR	1.09	4.00	
2	00000007	SURESH YADAV	4.38	7.00	
3	00000008	SUNIL KUMAR	2.42	3.00	
4	00000011	GAURAV KUMAR	1.17	4.00	
5	00000015	DEERAJ BHAN	22.47	22.00	
6	00000026	LILY MOHANTY	1.45	8.00	
7	00000031	MANOJ GODAR	15.34	20.00	
8	00000035	NAVNEET KUMAR SINGH	4.20	6.00	
9	00000037	ANIL THAKUR	23.02	16.00	
10	00000041	HARENDRA KUMAR TIWARI	18.22	14.00	

3. LEAVE REPORTS

3.1. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Leave Card Report as on :- 2014

Card No. : 00000213
Payroll Code & Name : 00000213--MEENA SINGH

Leave Type	Leave Accrued	Leave Consumed	Leave Encash	Leave Balance
CASUAL LEAVE	10.00	0.00	0.00	10.00
LATE ARRIVAL DEDUCTI	0.00	0.00	0.00	0.00
OUT DUTY	0.00	0.00	0.00	0.00
COMPENSATORY OFF	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	0.00	0.00	0.00	0.00
EARNED LEAVE	10.00	0.00	0.00	10.00
LEAVE WITHOUT PAY	0.00	0.00	0.00	0.00
STARLINK HOLIDAY	0.00	0.00	0.00	0.00
Total :-	20.00	0.00	0.00	20.00

3.2. SANCTIONED LEAVES

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.

STAR LINK COMMUNICATION PVT. LTD.. Solan
Sanction Leave Report From :- 01-Jun-2014 To :- 30-Jun-2014

Sl No.	PayCode	Emp Name	Designation	Date From	Date To	Voucher No.	Leave Code	Leave Type	Leave Amount	Posted	Remarks
1	00002035	MINI RAWAT		21/06/2014	16/06/2014	0000012356	EL	L	6.00	Y	PERSONAL PROBLEM
2	00002036	MANOJ KUMAR		12/06/2014	12/06/2014	0000012223	EL	L	1.00	Y	PERSONAL
3	00002036	MANOJ KUMAR		20/06/2014	20/06/2014	0000012224	EL	L	1.00	Y	PERSONAL
4	00002055	JOGINDER SINGH		03/06/2014	02/06/2014	0000011828	CL	L	2.00	Y	URGENT WORK AT HOME
5	00002055	JOGINDER SINGH		06/06/2014	04/06/2014	0000011829	EL	L	3.00	Y	URGENT WORK AT HOME
6	00002055	JOGINDER SINGH		12/06/2014	10/06/2014	0000012267	EL	L	3.00	Y	personal problem.
7	00002058	KAMALA		07/06/2014	07/06/2014	0000012265	CL	L	0.50	Y	sick
8	00002058	KAMALA		12/06/2014	12/06/2014	0000012266	CL	L	1.00	Y	sick
9	00002069	PRAVESH	PRODUCTION HELPER	02/06/2014	02/06/2014	0000012263	CL	L	1.00	Y	Grandmother Dharamshant
10	00002069	PRAVESH	PRODUCTION HELPER	16/06/2014	16/06/2014	0000012355	EL	L	0.50	Y	GOING IGMC HOSPITAL SHM

3.3. LEAVE ACCURAL

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.,Star Link India .,STAR LINK COMMUNICATION PVT. LTD., Solan
Leave Accrual Report as on :- 2014

Sl No.	Paycode	Emp Name	Accrued L01 CL	L02 LAD	L03 OD	L04 COF	L05 RH	L06 EL	L07 LWP	L08 HL	L09	L10	L11	L12	L13	L14	L15	L16
1	00000003	SATISH VERMA	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
2	00002016	GIRDHARI LAL	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
3	00002053	DHARMENDER GAUTAM	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
4	00002055	JOGINDER SINGH	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
5	00002058	KAMALA	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
6	00002061	NITIN PARIHAR	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								

CL-CASUAL LEAVE
LAD-LATE ARRIVAL DEDUCTI
OD-OUT DUTY
COF-COMPENSATORY OFF
RH-RESTRICTED HOLIDAY
EL-EARNED LEAVE
LWP-LEAVE WITHOUT PAY
HL-STARLINK HOLIDAY

3.4. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Leave Balance Report as on :- 2014

Sl No.	Paycode	Emp Name	Balance											
			L01 CL	L02 LAD	L03 OD	L04 COF	L05 RH	L06 EL	L07 LWP	L08 HL	L09	L10	L11	L12
1	00000213	MEENA SINGH	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00				

Leave Description

CL-CASUAL LEAVE
LAD-LATE ARRIVAL DEDUCTI
OD-OUT DUTY
COF-COMPENSATORY OFF
RH-RESTRICTED HOLIDAY
EL-EARNED LEAVE
LWP-LEAVE WITHOUT PAY
HL-STARLINK HOLIDAY

3.5 Register

This report shows the details of the Leave Register for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master. This fields the leave applied by employee on particular date

		COMPANY NAME :-	Star Link Communicaton Pvt Ltd				
	Leave Register Report as on :- '2019						
Card No. :	00000002						
Payroll Code & Name :	00000002 - Sandeep Tiwari						
Father`s Name :							
Leave Code & Description :	OD - OUT Door Duty	P	Accrued :	0			
10-Jan-2019	0000000051			1			
			Balance	-1			
Card No. :	00005657						
Payroll Code & Name :	005657 - Sandeep Tiwari						
Father`s Name :							
Leave Code & Description :	PL - WFH	L	Accrued :	10			
15-May-2019				1			
16-May-2019				1			
			Balance	8			

4. MASTERS REPORTS

4.1. COMPANY MASTER

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

Company Master Report On :- 25-Jun-2014

Sl No.	Company Code	Company Name	Short Company Name
1	SLC	STAR LINK COMMUNICATION PVT. LTD.	
2	SLI	Star Link India .	
3	SLS	STAR LINK COMMUNICATION PVT. LTD. , Solan	SLC

4.2. DEPARTMENT MASTER

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

Company Name:- STAR LINK COMMUNICATION PVT. LTD.

Department Master Report On :- 30-Jun-2014

Sl No.	Department Code	Department Name	Head Of Department
1	AC	Account	
2	AD	Administration	
3	CSE	CUSTOMER CARE	
4	PRD	PRODUCTION	
5	RD	R & D	
6	SDD	SOFTWARE DEVELOPMENT	
7	SL1	SALES	

4.3. Designation

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Designation Master Report On :- 30-Jun-2014

Sl No.	Designation Code	Designation Name
1	001	DIRECTOR
2	002	GENERAL MANAGER
3	003	SR. MANAGER
4	004	MANAGER
5	005	ASSISTANT MANAGER
6	006	SR. EXECUTIVE
7	007	SR.ENGINEER
8	008	SR.SALE & SUPPORT ENGINEER

4.4. CATEGORY MASTER

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Category Master Report On :- 09-Jul-2014

Sl No.	Category Code	Category Name
1	STF	STAFF
2	WOR	WORKER

4.5. SHIFT MASTER

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

Company Name:- STAR LINK COMMUNICATION PVT. LTD.

Shift Master Report On :- 30-Jun-2014

Sl No.	Shift Code	In Time	Lunch Out Time	Lunch In Time	Out Time	Lunch Deduction	Shift Hours	<----------Over Time---------->			Type Of Shift
								Minimum	Ded. Time	Ded	
1	G02	10:00	13:00	13:30	18:30	30	8:0	0:30	0:0	23:59	DAY
2	G03	08:30	13:00	13:30	17:00	30	8:0	0:30	0:0	23:59	DAY
3	G1	09:00	13:00	13:00	18:00	0	9:0	0:30	0:0	23:59	DAY
4	GN	09:00	13:00	13:30	18:00	30	8:30	0:30	0:0	23:59	DAY
5	SLN	09:00	13:00	13:30	17:30	30	8:0	1:0	0:0	23:59	DAY

4.6. LEAVE MASTER

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Leave Master Report On :- 30-Jun-2014

Sl No.	Field Name	Leave Code	Description	Type of Leave	Weekly Off Consider
1	L01	CL	CASUAL LEAVE	L	Y
2	L02	LAD	LATE ARRIVAL DEDUCTI	A	N
3	L03	OD	OUT DUTY	P	N
4	L04	COF	COMPENSATORY OFF	P	N
5	L05	RH	RESTRICTED HOLIDAY	P	N
6	L06	EL	EARNED LEAVE	L	Y
7	L07	LWP	LEAVE WITHOUT PAY	A	Y
8	L08	HL	STARLINK HOLIDAY	P	Y

4.7. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Employee Details Report On :- 09-Jul-2014

Paycode CardNo.	Name Guardian's Name	Sex	Birth Date Joining Date	Designation Category Department	Shift Type Shift	Ist WO 2nd WO	2nd WO Type 2nd WO Days	Permisable Late Early	Working Present	Auto Half Allow Auto Short Allow Auto Shift Allow	Authorised Shift Shift Pattern	OT Allowed OS Allowed OT Rate	Round The Clock Punch Type
00000098 00000098	ALOK KUMAR	M	19-Jan-2010	Sales & Support Engineer STAFF CUSTOMER CARE	F G1	SUN NON		10.00 10.00	24.00 4.00	N N N		N N 000.00	N Single Punch with Overright
00000101 00000101	UMESH VERMA	M	01-Jun-2003	STAFF Administration	F G1	SUN NON	F	10.00 10.00	24.00 4.00	N N N		N N 000.00	N Punch Not Required
00000109 00000109	SIDHANT KATYAYN	M	12-Nov-2009	Customer Support Engineer STAFF CUSTOMER CARE	F G1	SUN NON	F	10.00 10.00	24.00 4.00	N N N		N N 000.00	N Single Punch with Overright
00000110 00000110	AJAY GUPTA	M	15-Oct-2008	G. M. Account STAFF Account	F G1	SUN NON		10.00 10.00	24.00 4.00	N N N		N N 000.00	N First Four Punch Allowed
00000111 00000111	DINESH SONI	M	01-Apr-2009	Sales & Support Exicutive STAFF CUSTOMER CARE	F G1	SUN NON		10.00 10.00	24.00 4.00	N N N		N N 000.00	N Single Punch with Overright

4.8. 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

Company Name :- STAR LINK COMMUNICATION
Employee Personal Detail Report On :- 30-Jun-2014

No.	Paycode	CardNo.	Sex	Blood Group	Birth Date	Name	Guardian's Name	Designation	Category	Permanent Address	Local Address	Joining Date	Qualification	Experience	Bus Route
1	00000005	00000005	M	N/A		SUSHEEL KUMAR		ASISTANT MANAGER	STAR LINK COMMUNICATI	-	-	10-Apr-2000			
2	00000007	00000007	M	N/A		SURESH YADAV			STAR LINK COMMUNICATI	-	-	21-Oct-2004			
3	00000008	00000008	M	N/A	21-Sep-1985	SUNIL KUMAR			STAR LINK COMMUNICATI	-	-	14-Apr-2005			
4	00000011	00000011	M	N/A		GAURAV KUMAR			STAR LINK COMMUNICATI	-	-	01-Dec-2007			
5	00000015	00000015	M	N/A	24-Apr-1979	DEERAJ BHAN			STAR LINK COMMUNICATI	92505000282-	-	01-Jul-2006			

4.9. HOLIDAY MASTER

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

Company Name :- STAR LINK COMMUNICATION

Holiday Master Report On :- 2014

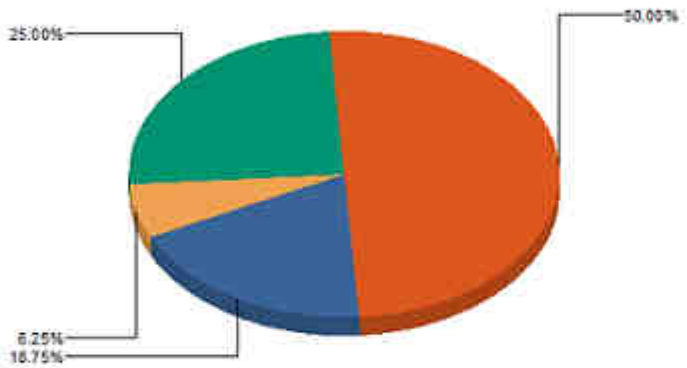
Department Name	Branch	Date	Day	Holiday
Account				
	gate			
		01-Feb-2014	Saturday	ANNUAL DAY
		25-Oct-2014	Saturday	BHAIYA DHUJ
		23-Oct-2014	Thursday	DIPAWALI
		28-Jul-2014	Monday	EID UL FITR
		10-Apr-2014	Thursday	ELECTION IN DELHI
		02-Oct-2014	Thursday	GANDHI JAYANTHI
		24-Oct-2014	Friday	GOBERDHANPUJA
		17-Mar-2014	Monday	HOLI

5. REPORT CHART

5.1. ATTENDANCE REPORT

This shows the attendance report in the Chart:

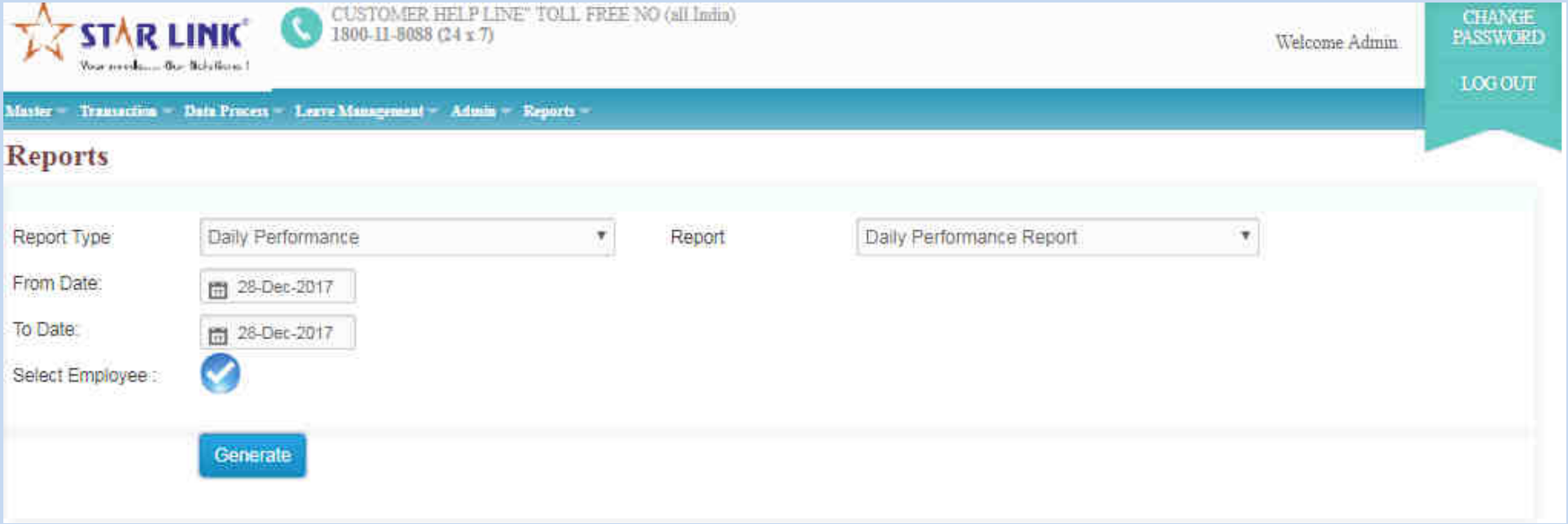
STAR LINK COMMUNICATION PVT. LTD., Solan
for date 19-Jun-2014
Employee Attendance Status

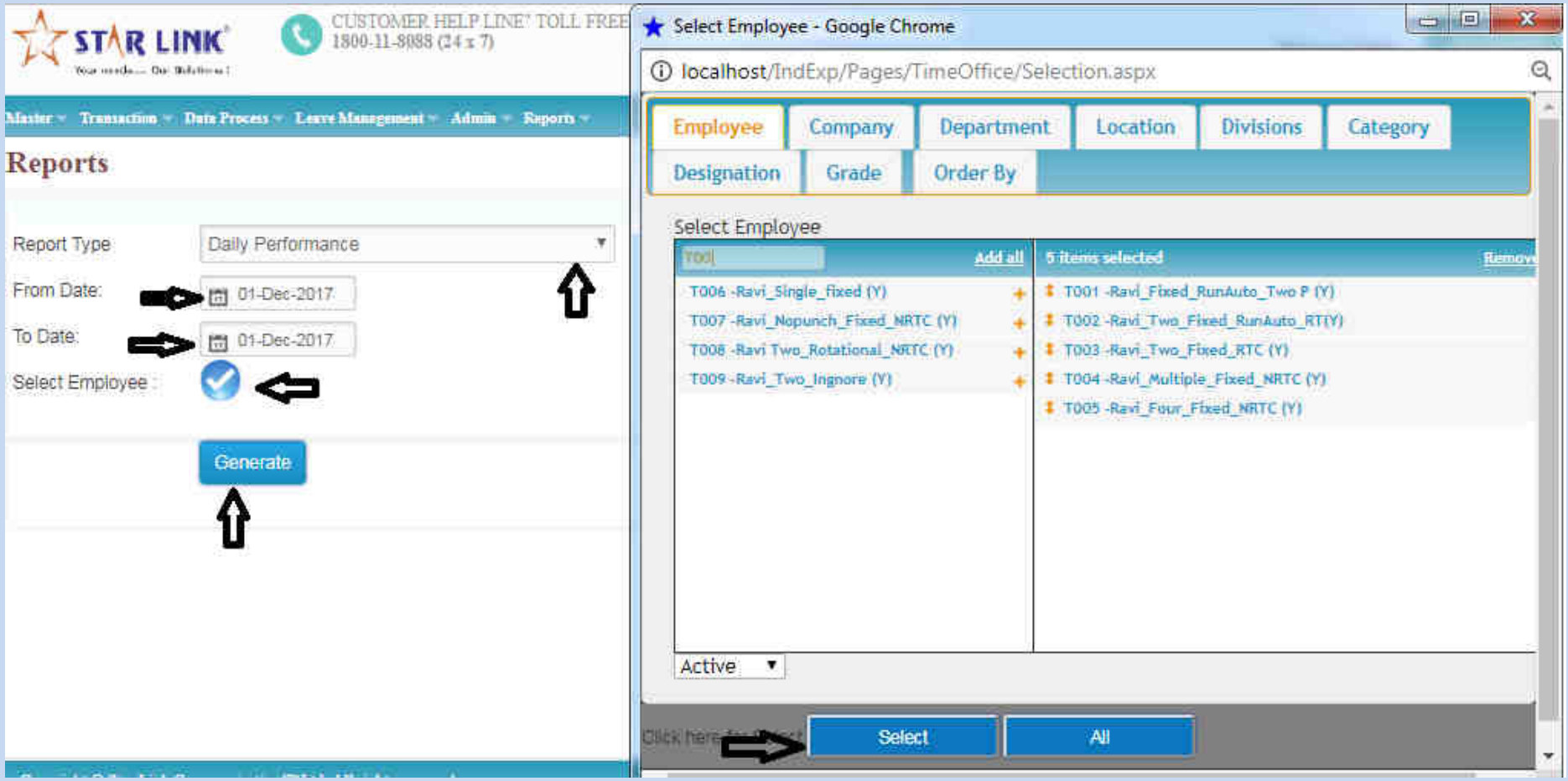


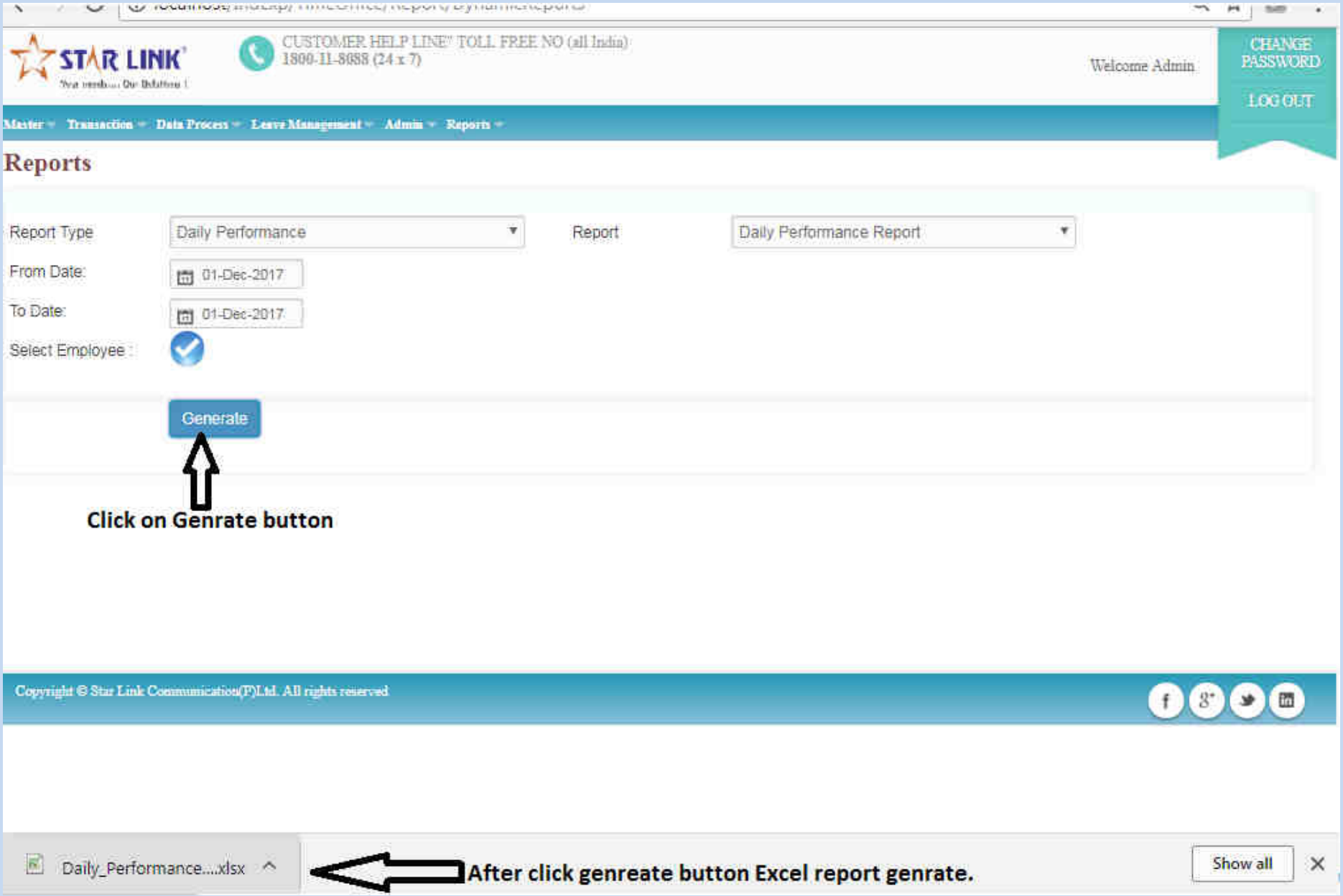
STATUS	NO. OF PERSONS	Percentage Of Employee
Present	8	50.00%
Absent	3	18.75%
Leave	1	6.25%
Late	4	25.00%

6. Dynamic Report:-

- **Go To Report Menu→ Click on Dynamic Report option**
- **Reports page will be displayed**
- **Select Report Type through report type drop down box.**
- **Select Report name through Report drop down box.**
- **Select the required "From Date" And "To Date" through date packer.**
- **Select concern Employee for which Report to be generated.**
- **Click on Generate button.**




STAR LINK
CUSTOMER HELP LINE TOLL FREE
1800-11-8088 (24 x 7)
Master
Transaction
Data Process
Leave Management
Admin
Reports
Reports
Report Type
Daily Performance
From Date:
01-Dec-2017
To Date:
01-Dec-2017
Select Employee :
Generate
Select Employee - Google Chrome
localhost/IndExp/Pages/TimeOffice/Selection.aspx
Employee
Company
Department
Location
Divisions
Category
Designation
Grade
Order By
Select Employee
Add all
5 items selected
Remove
T006 -Ravi_Single_fixed (Y)
T007 -Ravi_Nopunch_Fixed_NRTC (Y)
T008 -Ravi Two_Rotational_NRTC (Y)
T009 -Ravi_Two_Ingnore (Y)
T001 -Ravi_Fixed_RunAuto_Two P (Y)
T002 -Ravi_Two_Fixed_RunAuto_RT(Y)
T003 -Ravi_Two_Fixed_RTC (Y)
T004 -Ravi_Multiple_Fixed_NRTC (Y)
T005 -Ravi_Four_Fixed_NRTC (Y)
Active
Select
All



- Click on Generated excel report.

6.1 Daily Performance Report:-

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE

Run Date & Time :-28/12/2017

Daily Performance Report from 01-

Emp Pay C	Employ	Company	Attendance dat	Day	HOURSW	OTDURAT	Early Arriv	Early Dep	Late Arriv	Status	Shift	Shift Atte	In	Out
T001	Ravi_Fix	GLOBAL FAI	01/12/2017	Fri	09:00	00:30	00:30	00:00	00:00	P	GEN	GEN	09:00	18:00
T002	Ravi_Tw	THE INDIAN	01/12/2017	Fri	08:30	00:00	00:30	00:30	00:00	P	GEN	GEN	09:00	17:30
T003	Ravi_Tw	IE ONLINE M	01/12/2017	Fri	08:30	00:00	00:00	00:00	00:00	P	GEN	GEN	09:30	18:00
T004	Ravi_Mu	IE ONLINE M	01/12/2017	Fri	08:30	00:00	00:00	00:00	00:00	P	GEN	GEN	09:30	18:00
T005	Ravi_Fo	THE INDIAN	01/12/2017	Fri	04:30	00:00	00:30	00:00	00:00	HLF	GEN	GEN	09:00	13:30

Note:- We can create followings report through same process as mentioned below.

i) Monthly Performance Register Report
ii) Monthly Employee Wise Performance Report
iii) Employee Wise Attendance Summary Report
iv) Yearly Attendance Details Report
v) Leave Consumed Summary Report
vi) Leave Consumed Detail Report
Vii) Leave Yearly Accrual Detail Report
Viii) C-off Generated Details

6.2 Monthly Performance Register:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
4																					
5	T001	Employee	Ravi_Fixed	Date of Bi	27/07/199	Category	APT	Category I	APPOINTMI	Division C	D00	Division N	NONE	Location C	L00	Location N	NONE	GRADECO	G00	GRADENA	NONE
6		01	02	03	04	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
7	Attendan	01/12/201	02/12/201	03/12/201	04/12/201	17/12/201	18/12/201	19/12/201	20/12/201	21/12/201	22/12/201	23/12/201	24/12/201	25/12/201	26/12/201	27/12/201	28/12/201	29/12/201	30/12/201	31/12/2017	
8	Day	Fri	Sat	Sun	Mon	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
9	Shift Start	09:30	09:30		06:30		09:30	09:30	09:30	09:30	09:30	09:30		09:30	09:30	09:30	09:30	09:30	09:30		
10	Shift End	18:00	18:00		15:00		18:00	18:00	18:00	18:00	18:00	18:00		18:00	18:00	18:00	18:00	18:00	18:00		
11	Lunch Star	00:00	00:00		00:00		00:00	00:00	00:00	00:00	00:00	00:00		00:00	00:00	00:00	00:00	00:00	00:00		
12	Lunch End	00:00	00:00		00:00		00:00	00:00	00:00	00:00	00:00	00:00		00:00	00:00	00:00	00:00	00:00	00:00		
13	HOURSW	09:00	12:00	11:30	13:30	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
14	OTDURAT	00:30	03:30	11:30	05:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
15	OS Hours	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
16	Early Arriv	00:30	00:30	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
17	Early Dep	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
18	Late Arriv	00:00	00:00	00:00	00:30	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
19	Status	P	P	POW	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	
20	Shift	GEN	GEN	OFF	GEN	OFF	GEN	GEN	GEN	GEN	GEN	GEN	OFF	GEN	GEN	GEN	GEN	GEN	GEN	OFF	
21	Shift Atte	GEN	GEN	OFF	SM1	OFF	GEN	GEN	GEN	GEN	GEN	GEN	OFF	GEN	GEN	GEN	GEN	GEN	GEN	OFF	
22	In	09:00	09:00	09:00	07:00																
23	Lunch In																				
24	Lunch Out																				
25	Out	18:00	21:00	20:30	20:30																
26	In Time M	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y								
27	Out Time	Y	Y	Y	Y																
28		Present	5	Absent	21	Earlydepa	0 (00:00)	Latearriva	2 (01:00)												

6.3 Monthly Employee Wise Performance:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1			Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN																		
2			Run Date & Time :-28/12/2017																		
3			Monthly Employee Wise Performance from 01-Dec-																		
4																					
5	**Emp Pay Co**	T001	**Employee**	Ravi_F	**Date of**	27/07/199	**Date of Jo**	01/01/201	**Card No:**	T001	**Company**	GFM	**Company**	GLOBAL FAI	**Departme**	101	**Departme**	ACCOUNTS	**Category**	APT	**Category**
6	**Attendance**	**Day**	**Shift Start**	**Shift**	**Lunch St**	**Lunch End**	**HOURSW**	**OTDURAT**	**OS Hours**	**Early Arri**	**Early Dep**	**Late Arriv**	**Status**	**Shift**	**Shift Atte**	**In**	**Lunch In**	**Lunch Out**	**Out**	**In Time M**	**Out Time**
7	01/12/2017	Fri	09:30:00	18:00:	00:00:00	00:00:00	09:00	00:30	00:00	00:30	00:00	00:00	P	GEN	GEN	09:00			18:00	Y	Y
8	02/12/2017	Sat	09:30:00	18:00:	00:00:00	00:00:00	12:00	03:30	00:00	00:30	00:00	00:00	P	GEN	GEN	09:00			21:00	Y	Y
9	03/12/2017	Sun					11:30	11:30	00:00	00:00	00:00	00:00	POW	OFF	OFF	09:00			20:30	Y	Y
10	04/12/2017	Mon	06:30:00	15:00:	00:00:00	00:00:00	13:30	05:00	00:00	00:00	00:00	00:30	P	GEN	SM1	07:00			20:30	Y	Y
11	05/12/2017	Tue	12:00:00	20:30:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	MIS	GEN	SA1	12:00				Y	
12	06/12/2017	Wed	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
13	07/12/2017	Thu	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
14	08/12/2017	Fri	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
15	09/12/2017	Sat	06:30:00	15:00:	00:00:00	00:00:00	13:30	05:00	00:00	00:00	00:00	00:30	P	GEN	SM1	07:00			20:30	Y	Y
16	10/12/2017	Sun					05:00	05:00	00:00	00:00	00:00	00:00	POW	OFF	OFF	09:00			14:00	Y	Y
17	11/12/2017	Mon	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
18	12/12/2017	Tue	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
19	13/12/2017	Wed	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
20	14/12/2017	Thu	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
21	15/12/2017	Fri	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
22	**Present-5**	**Absent-8**	**Holiday-0**	**Wo-2**	**Leave-0**	**Paydays-1**	**Hourswor**	**Otduratio**	**Earlydepa**	**Latearrival-2 (01:00)**											
23																					
24																					

6.4 Employee Wise Attendance Summary:-

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPRESS PVT LTD

Company Name:-GLOBAL FAIRS &

Run Date & Time :-28/12/2017

Employee Wise Attendance

Emp Pay C	Employee Name	Card No	Company Name	Departmen	PRESENT	ABSENT	HOLIDAY	WO	LEAVE	PAYDAYS	HOURSW	OTDURAT	EARLYDEP	EARLYDEP	LATEARRI	LATEARRI
T001	Ravi_Fixed_RunAuto_Two P	T001	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS &	5.00	21.00	0.00	5.00	0.00	31.00	64:30	30:30	0.00	00:00	2.00	01:00
T002	Ravi_Two_Fixed_RunAuto_RT	T002	THE INDIAN EXPRESS PVT LTD	ACCOUNTS &	3.00	23.00	0.00	5.00	0.00	31.00	34:00	08:30	2.00	01:00	0.00	00:00
T003	Ravi_Two_Fixed_RTC	T003	IE ONLINE MEDIA SERVICES PV	ACCOUNTS &	4.00	17.00	0.00	10.00	0.00	31.00	50:30	16:30	0.00	00:00	0.00	00:00
T004	Ravi_Multiple_Fixed_NRTC	T004	IE ONLINE MEDIA SERVICES PV	ACCOUNTS &	5.00	16.00	0.00	10.00	0.00	31.00	57:00	14:00	0.00	00:00	1.00	04:00
T005	Ravi_Four_Fixed_NRTC	T005	THE INDIAN EXPRESS PVT LTD	ACCOUNTS &	2.50	18.50	0.00	10.00	0.00	31.00	39:28	17:58	0.00	00:00	0.00	00:00

6.5 Yearly Attendance Details:-

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPRESS PVT LTD

Run Date & Time :-28/12/2017

Yearly Attendance Details from -Jan-201 to -Dec-201

Emp Pay C	T001	**Employee**	Ravi_Fixed	**Date of Bi**	27/07/199	**Date of Jo**	01/01/201	**Card No:**	T001	**Company**	GFM	**Company I**	GLOBAL FAIRS & MEDIA LTD	**Departme**	101	**Departme**	ACCOUNTS & FINANCE
PRESENT	ABSENT	HOLIDAY	WO	LEAVE	PAYDAYS	HOURSW	OTDURAT	EARLYDEP	EARLYDEP	LATEARRI	LATEARRI	Month					
8	17	1	5	0	31	69:00	10:30	4	01:42	0	00:00	January					
0	24	0	4	0	28	00:00	00:00	0	00:00	0	00:00	February					
6.5	20.5	0	4	0	31	60:07	00:00	4	05:01	1	00:30	March					
7	18	0	5	0	30	50:28	00:00	1	00:30	0	00:00	April					
0	27	0	4	0	31	00:00	00:00	0	00:00	0	00:00	May					
0	26	0	4	0	30	00:00	00:00	0	00:00	0	00:00	June					
0	26	0	5	0	31	00:00	00:00	0	00:00	0	00:00	July					
0	27	0	4	0	31	00:00	00:00	0	00:00	0	00:00	August					
0	26	0	4	0	30	00:00	00:00	0	00:00	0	00:00	September					
0	26	0	5	0	31	00:00	00:00	0	00:00	0	00:00	October					
0	26	0	4	0	30	00:00	00:00	0	00:00	0	00:00	November					
5	21	0	5	0	31	64:30	30:30	0	00:00	2	01:00	December					

6.6 Leave Consumed Summary:-

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE

Run Date & Time :-28/12/2017

Leave Consumed Summary from 01-Dec-2017 to 31-Dec-2017

Sno	Emp Pay Code	Employee Name	Date of Birth	Date of Joining	Card No	CL	COF	LOP	ML	OD	PL	PTL	SL
1	F006	Ravi Lunch Duduction		04/01/2017	F006	1	0	1	0	1	0	0	0

6.7 Leave Consumed Detail:-

Leave_Consummed_Details (3) - Microsoft Excel

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE

Run Date & Time :-28/12/2017

Leave Consummed Details from 01-Dec-2017 to 31-Dec-2017

Emp Pay (	Employee Name	Date of Bi	Date of Join	Card No	Company	Company	Departme	Leave From	Leave To da	Leave Am	Leave Coc	Leave Descript	Leave Typ	Reason	Half Day Lea	Leave Appr	Voucher No.
F006	Ravi Lunch Duduction		04/01/2017	F006	C00	NONE	101	01/12/2017	01/12/2017	0.50	CL	CASUAL LEAVE	Leave		First Half	24/12/2017	0000000007
F006	Ravi Lunch Duduction		04/01/2017	F006	C00	NONE	101	02/12/2017	02/12/2017	0.50	CL	CASUAL LEAVE	Leave		Second Half	24/12/2017	0000000015
F006	Ravi Lunch Duduction		04/01/2017	F006	C00	NONE	101	05/12/2017	05/12/2017	0.50	LOP	Loss of Pay	Absent		First Half	24/12/2017	0000000009
F006	Ravi Lunch Duduction		04/01/2017	F006	C00	NONE	101	06/12/2017	06/12/2017	0.50	LOP	Loss of Pay	Absent		Second Half	24/12/2017	0000000010
F006	Ravi Lunch Duduction		04/01/2017	F006	C00	NONE	101	07/12/2017	07/12/2017	0.50	OD	Out Duty	Present		First Half	24/12/2017	0000000014
F006	Ravi Lunch Duduction		04/01/2017	F006	C00	NONE	101	08/12/2017	08/12/2017	0.50	OD	Out Duty	Present		Second Half	24/12/2017	0000000013

6.8 Leave Yearly Accrual Detail:-

A1

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPRESS PVT LTD

Run Date & Time :-28/12/2017

Leave Yearly Accural Detail Report from 01-Jan-2017 to 31-Dec-2017

Emp Pay C	Employee Name	Company Name	Departme	Leave Acc	Carry Forv	Laps Leav	Carry Forv	Leave Yea	Leave Cod	Leave Description	Carry Forward Date	Days on Accrual
T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00
T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00
T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	15.00	11.00	4.00	2017	2017	SL	SICK LEAVE	28/12/2017	26.50
T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	2.50			2017	2017	OD	Out Duty		5.00
T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00
T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00
T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	12.00	11.00	1.00	2017	2017	SL	SICK LEAVE	28/12/2017	16.00
T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	1.50			2017	2017	OD	Out Duty		3.00
T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00
T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00
T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	15.00	11.00	4.00	2017	2017	SL	SICK LEAVE	28/12/2017	24.50
T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	2.00			2017	2017	OD	Out Duty		4.00
T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00
T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00
T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	15.00	11.00	4.00	2017	2017	SL	SICK LEAVE	28/12/2017	34.50
T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	2.50			2017	2017	OD	Out Duty		5.00

6.9 C-off Generated Deatils:-

Company Name:-Star Link

Run Date & Time :-05/02/2018

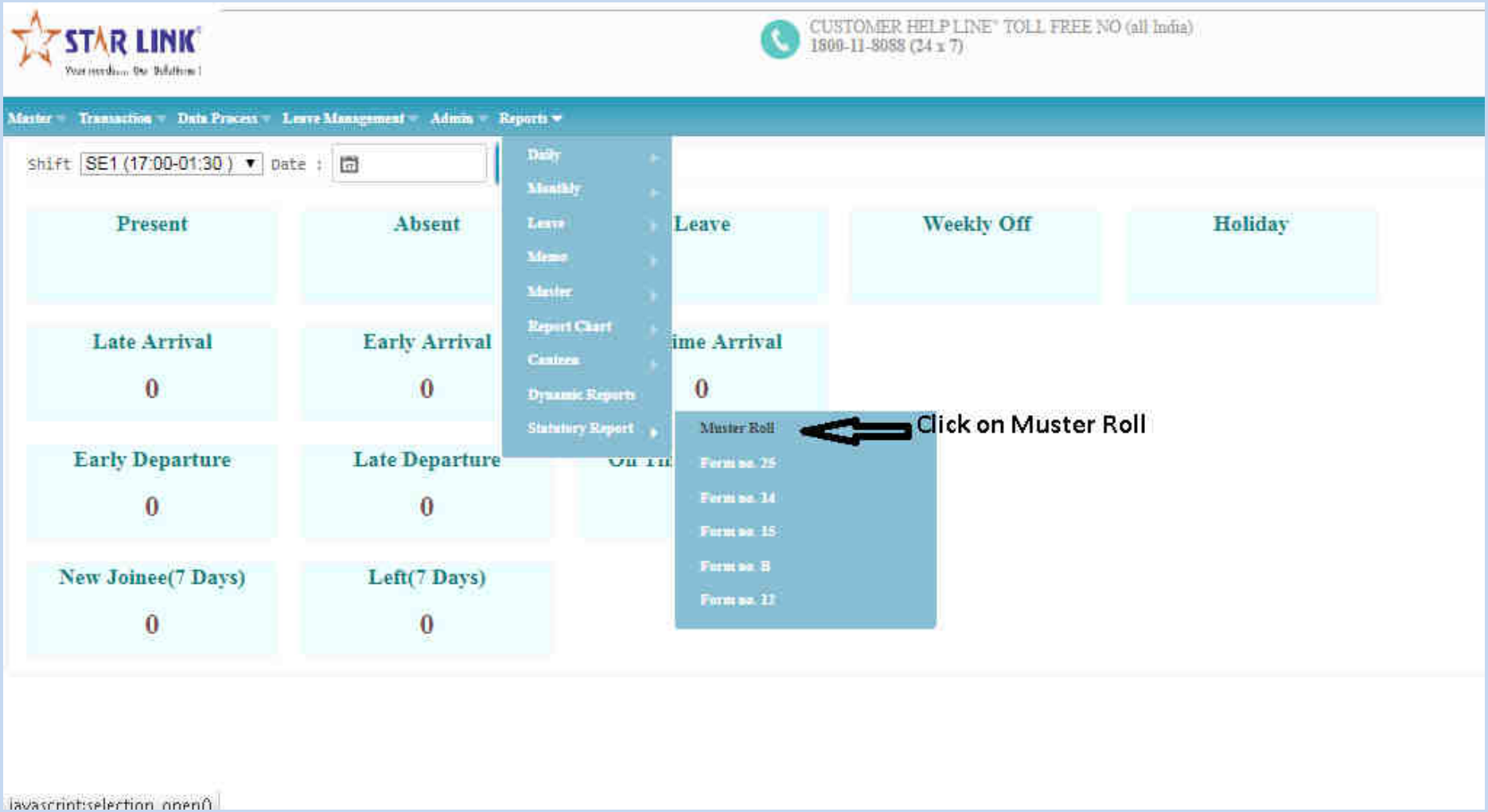
Coff Generated Report from 01-Dec-2017 to 31-Dec-2017

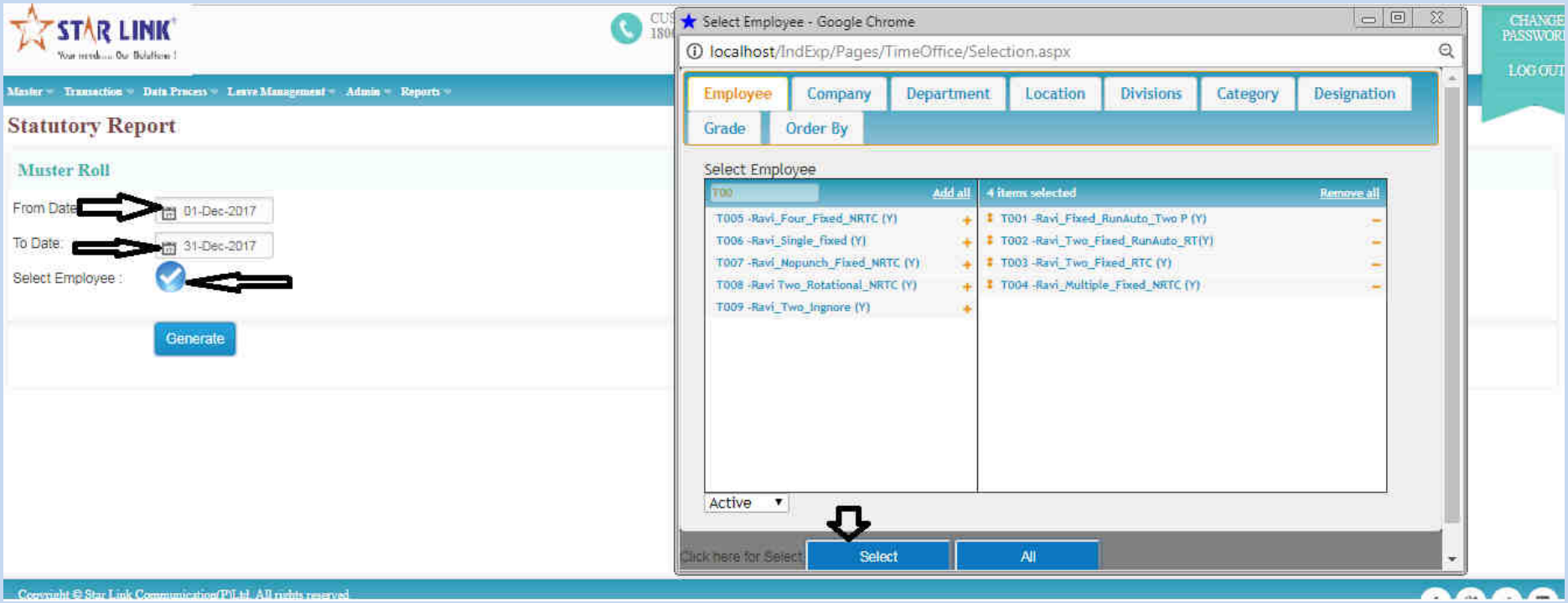
Emp Code	Employ	Company	Cof Date	Shift	Hours Wo	OT Duratio	Status	Coff Value	Accured V	Is Expired	Created Dat	Updat	Expire Date	Remaining
00000011	Shashi K	Star Link	01/12/2017	GEN	13:00	05:00	P	1	1	Yes	05/02/2018		05/02/2018	0
00000011	Shashi K	Star Link	02/12/2017	GEN	13:00	05:00	P	1	1	Yes	05/02/2018		05/02/2018	0
00000011	Shashi K	Star Link	03/12/2017	OFF	05:00	05:00	POW	1	2	Yes	05/02/2018		05/02/2018	1
00000011	Shashi K	Star Link	10/12/2017	OFF	03:00	03:00	POW	0.5	1	Yes	05/02/2018		05/02/2018	0
00000014	Abhinav	Star Link	03/12/2017	OFF	08:30	08:30	POW	1	2	Yes	05/02/2018		05/02/2018	1
00000014	Abhinav	Star Link	30/12/2017	S03	19:00	11:00	P	1	1	Yes	05/02/2018		05/02/2018	0

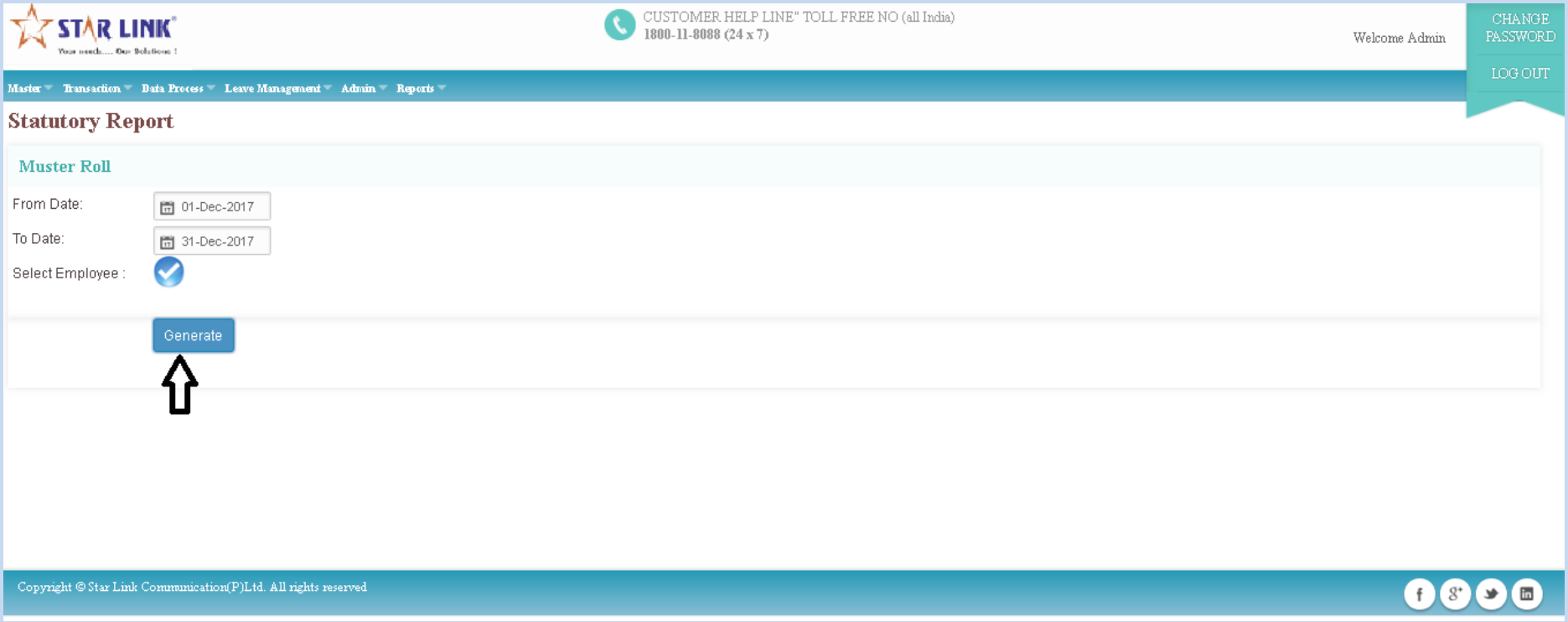
Coff Generated Report

Statutory Report:-

- **Go To Report Menu→Go to Statutory Report→ Click on Muster Roll option**
- **Statutory Reports page will be displayed.**
- **Select the required "From Date" And "To Date" through date packer.**
- **Select concern Employee through employee for which reports to be generated.**
- **Click on Generate button.**




STAR LINK
Master
Transaction
Data Process
Leave Management
Admin
Reports
Statutory Report
Muster Roll
From Date
01-Dec-2017
To Date
31-Dec-2017
Select Employee :
Generate
Select Employee - Google Chrome
localhost/IndExp/Pages/TimeOffice/Selection.aspx
Employee
Company
Department
Location
Divisions
Category
Designation
Grade
Order By
Select Employee
Add all
4 items selected
Remove all
T005 -Ravi_Four_Fixed_NRTC (Y)
T006 -Ravi_Single_fixed (Y)
T007 -Ravi_Nopunch_Fixed_NRTC (Y)
T008 -Ravi Two_Rotational_NRTC (Y)
T009 -Ravi_Two_Ingnore (Y)
T001 -Ravi_Fixed_RunAuto_Two P (Y)
T002 -Ravi_Two_Fixed_RunAuto_RT(Y)
T003 -Ravi_Two_Fixed_RTC (Y)
T004 -Ravi_Multiple_Fixed_NRTC (Y)
Active
Click here for Select
Select
All
CHANGE PASSWORD
LOG OUT



Note:- We can create followings report through same process as mentioned below.

i) Form No 25
ii) Form No 14
iii) Form No 15
iv) Form No B
v) Form No 12

8.1 Muster Roll Report:-

Muster_Roll (7) - Microsoft Excel

C1 | Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPRESS PVT LTD

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE

Run Date & Time :-28/12/2017

Muster Roll from 01-Dec-2017 to 31-Dec-2017

SrNo	PayCode	CardNo	EmployeeName	1	2	3	4	30	31	DW	HLD	CL	ML	PL	PTL	SL	REST	ABS	PayDays	TOTAL
1	T001	T001	Ravi_Fixed_RunAuto_Two P	P-P	P-P	POW-POV	P-P	A-A	WO-WO	5	0	0	0	0	0	0	5	21	10	31
2	T002	T002	Ravi_Two_Fixed_RunAuto_RT	P-P	P-P	POW-POV	P-P	A-A	WO-WO	3	0	0	0	0	0	0	5	23	8	31
3	T003	T003	Ravi_Two_Fixed_RTC	P-P	POW-POV	WO-WO	P-P	WO-WO	WO-WO	4	0	0	0	0	0	0	10	17	14	31
4	T004	T004	Ravi_Multiple_Fixed_NRTC	P-P	WO-WO	WO-WO	P-P	WO-WO	WO-WO	5	0	0	0	0	0	0	10	16	15	31

8.2 From No. 25 :-

Company Name:-GLOBAL FAIRS & MEDIA LTD,IE ONLINE

Run Date & Time :-28/12/2017

Form no. 25 from 01-Dec-2017 to 31-Dec-2017

Sr No	TOKEN NC	Employee Name	Guardian I ESI NO	1	2	3	30	31	DW	HLD	CL	ML	PL	PTL	SL	REST	ABS	PayDays	TOTAL
1	T001	Ravi_Fixed_RunAuto_Two P		P	P	POW	A	WO	5	0	0	0	0	0	0	5	21	10	31
2	T002	Ravi_Two_Fixed_RunAuto_RT		P	P	POW	A	WO	3	0	0	0	0	0	0	5	23	8	31
3	T003	Ravi_Two_Fixed_RTC		P	POW	WO	WO	WO	4	0	0	0	0	0	0	10	17	14	31
4	T004	Ravi_Multiple_Fixed_NRTC		P	WO	WO	WO	WO	5	0	0	0	0	0	0	10	16	15	31
5	T005	Ravi_Four_Fixed_NRTC		HLF	POW	POW	WO	WO	2.5	0	0	0	0	0	0	10	18.5	12.5	31

8.3 Form No 14:-

FORM NO. 14

(Rule No.102)

S. No. ..... | No.....

Department : ACCOUNTS & FINANCE | LEAVE WITH WAGES REGISTERS | Name : Ravi_Multiple_Fixed_NRTC

Serial No. in the register of Adult / Child Worker : T004 | Guardian Name :

NAME OF FACTORY :NONE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE | Date of Dis charge :

Date and amount of payment made in

Date of Entry into service : 01/01/2017 | lieu of leave due _____

			No of days worked during the calender					Leave Credit				Leave enjoyed														
Calender year of service	Wages Period During ...to...	Wages earned During the Wages period	No Of days Work Perform ed	No Of days Of lay of	No Of days of maternit y leave	No Of days of Leave Enjoyed	Total of column 4,6 and 7	Balance of leave from precedi ng year	Leave earned during the year mention ed in the column 1	Total of column 9 and 10	Whether leavein accorda nce with scheme under sec 79(8)	From	To	No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivale nt advanta ge accruin g through	Rate of wages For the leave period (total Of column 15 & 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI
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
January			13		0	0	13	0	0	0									0	0	0	8	9	0	0	0
February			0		0	0	0	0	0	0									0	0	0	20	8	0	0	0
March			5		0	0	5	0	0	0									0	0	0	18	8	0	0	0
April			11.5		0	0	11.5	0	0	0									0	0	0	8.5	10	0	0	0
May			0		0	0	0	0	0	0									0	0	0	23	8	0	0	0
June			0		0	0	0	0	0	0									0	0	0	22	8	0	0	0
July			0		0	0	0	0	0	0									0	0	0	21	10	0	0	0
August			0		0	0	0	0	0	0									0	0	0	23	8	0	0	0
September			0		0	0	0	0	0	0									0	0	0	21	9	0	0	0
October			0		0	0	0	0	0	0									0	0	0	22	9	0	0	0
November			0		0	0	0	0	0	0									0	0	0	22	8	0	0	0
December			5		0	0	5	0	0	0									0	0	0	16	10	0	0	0

Signature of Employee Received Leave Book | Note : Separate page will be alloted to each Worker

8.4 Form No 15:-

FORM NO. 15

(Rule No.103)

S. No. ..... | No.....

Department : ACCOUNTS & FINANCE | LEAVE WITH WAGES REGISTERS | Name : Ravi_Fixed_RunAuto_Two P

Serial No. in the register of Adult / Child Worker : T001 | Guardian Name :

NAME OF FACTORY : NONE, GLOBAL FAIRS & MEDIA LTD, IE ONLINE MEDIA SERVICES PVT LTD, THE | Date of Discharge :

Date and amount of payment made in

Date of Entry into service : 01/01/2016 | lieu of leave due _____

			No of days worked during the calender					Leave Credit				Leave enjoyed														
Calender year of service	Wages Period During ...to...	Wages earned During the Wages period	No Of days Work Performed	No Of days Of lay of	No Of days of maternity leave	No Of days of Leave Enjoyed	Total of column 4,6 and 7	Balance of leave from preceding year	Leave earned during the year mentioned in the column 1	Total of column 9 and 10	Whether leavein accordance with scheme under sec 79(8)	From	To	No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivalent advantage accruing through	Rate of wages For the leave period (total Of column 15 & 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI
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
January			8		0	0	8	0	0	0									0	0	0	17	5	0	0	0
February			0		0	0	0	0	0	0									0	0	0	24	4	0	0	0
March			6.5		0	0	6.5	0	0	0									0	0	0	20.5	4	0	0	0
April			7		0	0	7	0	0	0									0	0	0	18	5	0	0	0
May			0		0	0	0	0	0	0									0	0	0	27	4	0	0	0
June			0		0	0	0	0	0	0									0	0	0	26	4	0	0	0
July			0		0	0	0	0	0	0									0	0	0	26	5	0	0	0
August			0		0	0	0	0	0	0									0	0	0	27	4	0	0	0
September			0		0	0	0	0	0	0									0	0	0	26	4	0	0	0
October			0		0	0	0	0	0	0									0	0	0	26	5	0	0	0
November			0		0	0	0	0	0	0									0	0	0	26	4	0	0	0
December			5		0	0	5	0	0	0									0	0	0	21	5	0	0	0

Signature of Employee Received Leave Book | Note : Separate page will be alloted to each Worker

8.5 Form No B:-

Page No. 1

NONE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPRESS PVT

FORM B

See Rule 7(2)

Register Of Festival Holidays, Cacual & Sick Leave of Ravi_Multiple_Fixed_NRTC

for the Year Year 2013 Under the Industrial Establishment (National Festival,Casual & Sick Leave)

1. Date of Joining Service: 01/01/2016 Token No.: F005

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

1	2			3				4	5
	Number of Festival Holidays			Period for which Festival					
Serial No.	Festival	Casual	Sick	From	To	Number of Days & kind of Leave	Balance	Whether Granted or Refused	Remarks
1	1	0	0	26/01/2017	26/01/2017	1 HLD	0		
1		0	0	01/08/2017	01/08/2017	1 CL	-1		
1		0	0	07/08/2017	07/08/2017	0.5 CL	-1.5		
1		0	0	08/08/2017	08/08/2017	0.5 CL	-2		
1		0	0	01/09/2017	01/09/2017	0.5 CL	-2.5		
1		0	0	02/09/2017	02/09/2017	0.5 CL	-3		
1		0	0	02/10/2017	02/10/2017	1 CL	-4		
1		0	0	06/10/2017	06/10/2017	0.5 CL	-4.5		
1		0	0	07/10/2017	07/10/2017	0.5 CL	-5		

8.6 Form No 12:-

NONE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPRESS PVT LTD

Form No. 12

(Rule No. 76)

Register of adult workers as per prescribed under sec. 62 of the act

	Time of Commencement of	Shift Timing From | To	Rest Peri From | To	Time of C
MON to FRI	Shift GEN	09:30 | 18:00	00:00 | 00:	
Saturday	Shift SA1	12:00 | 20:30	00:00 | 00:	
Sunday	Shift SM2	07:30 | 16:00	00:00 | 00:	
System of Rotation	Shift SM3	08:30 | 17:00	00:00 | 00:	
	Shift T01	09:00 | 17:30	13:00 | 13:	
	Shift T02	19:00 | 03:00	00:00 | 00:	
	Shift T03	09:30 | 18:00	13:30 | 14:	

Sr. No.	PayCode	Emp. No.	Name of Adult Worker	Father's Name	Nature Of Work	Department	Letter of group as	No of Relay if	Number and date No of	Number and date Token	Remarks	1st 1st	1st 2nd	2nd 1st	2nd 2nd
1	T001	T001	Ravi_Fixed_RunAuto_Two P		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					P	P	P	P
2	T002	T002	Ravi_Two_Fixed_RunAuto_RT		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					P	P	P	P
3	T003	T003	Ravi_Two_Fixed_RTC		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					P	P	POW	POW
4	T004	T004	Ravi_Multiple_Fixed_NRTC		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					P	P	WO	WO
5	T005	T005	Ravi_Four_Fixed_NRTC		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					A	P	POW	POW

PRESENT --> P = Present ; POW = Present on weekly off ; POH = Present on holiday ; OD = On duty

ABSENT --> A = Absent ; A1 = Absent or leave before and after weekly off ; WED = Componsatory working day ; LWP = Leave without pay

LEAVE --> CL = CASUAL LEAVE; COF = COMPENSATORY OFF; EL = EARNED LEAVE; HL = STARLINK HOLIDAY; LAD = LATE ARRIVAL DEDUCTI; LWP = LEAVE WITHOUT PAY; OD = OUT DUTY; RH = RESTRICTED HOLIDAY; SL = SL;

MISC --> HLD = Holiday ; MIS = Missing punch entry ; ?_ = Invalid Declaration

FORM12

8. CANTEEN REPORT

8.1 DAILY CANTEEN REPORT

This Report generate the data of Daily canteen wise according to purpose or rate of purpose that's employee consumed on daily basis.

Star Link Communicaton Pvt Ltd

Run Date & Time14-Aug-2019 09:56

Daily Canteen Report for 01-Jan-2019

SNo.	Paycode	Name	breakfast	Rate	Lunch	Rate	Total Amount
1	'00000001	MIDLAND	1	30	1	40	70
2	'00000002	Santosh K	0	0	0	0	0
3	'00000003	Aman Sing	1	0	0	0	0
4	'00000004	Deepak Si	1	30	1	40	70
5	'00000005	Mukesh Sl	0	0	0	0	0
6	'00000006	Amripal Si	1	30	1	40	70

8.2 MONTHLY CANTEEN REPORT

This report generates the data of monthly canteen details according to purpose which employee consumed on monthly basis.

It

Star Link Communicaton Pvt Ltd

Run Date & Time14-Aug-2019 10:05

Monthly Canteen Report for 01-Jan-2019

SNo.	Paycode	Name	Purpose	1	2	3	4	5	6	7	8	9	10	11
1	'00000001	MIDLAND	Tea	1	0	1	0	0	0	0	1	1	0	0
2	'00000002	Santosh K	Tea	0	0	1	1	0	1	0	1	0	0	0
3	'00000003	Aman Sing	Tea	1	0	0	0	1	0	0	0	0	0	1
4	'00000004	Deepak Si	Tea	0	0	0	0	0	1	0	1	1	0	0
5	'00000005	Mukesh Sl	Lunch	1	0	1	0	0	0	0	0	0	0	0
6	'00000006	Amripal Si	Lunch	0	0	0	0	0	0	0	0	0	0	0

8.3 SUMMARY CANTEEN REPORT

Star Link Communicaton Pvt Ltd

Run Date & Time14-Aug-2019 10:12

Monthly Summary Report for 01-Feb-2019 TO 28-Feb-2019

SNo.	Paycode	CardNo	Employee Nam	Guardian Name	Department	Other	breakfast	Lunch	Total No of Shift	Total Amount
1	'00000001	'00000001	MIDLAND MICR	ABC	Software Department	0	20	18	18	468
2	'00000002	'00000002	Santosh Kumar	Mukesh	Account	0	21	19	21	745
3	'00000003	'00000003	Aman Singer	Lokesh	Software Department	0	17	21	21	482
4	'00000004	'00000004	Deepak Singh		Software Department	0	19	22	22	598
5	'00000005	'00000005	Mukesh Sharma		Software Department	0	1	1	0	0
6	'00000006	'00000006	Amripal Singh		Software Department	0	0	0	0	0