

## 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.

DEMO COMPANY  
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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.**

DEMO  
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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	-----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.**

DEMO COMPANY

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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	M 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	M 18:00:00
5	0005	00000005	MR R. SUSHIL NAIR	09:30:00	M 18:00:00
6	0006	00000006	MR PARMOD KUMAR	09:00:00	M 18:00:00
7	0007	00000007	MR ABDUL SAMAD	09:00:00	M 18:00:00
8	0008	00000008	MS. SUNITA RAI	09:30:00	M 18:00:00
9	0009	00000009	MR SHAJI MATHEW	09:30:00	M 18:00:00
10	0010	00000010	MR UDAY NARAYAN SINGH	09:00:00	M 18:00:00
11	0011	00000011	MR ANISH ANWAR	09:30:00	M 18:00:00
12	0012	00000012	MR DILIP KUMAR	09:00:00	M 18:00:00
13	0014	00000014	MR SAGAR RAI	09:00:00	M 18:00:00
14	0015	00000015	MR CHANDESWAR RAI	09:30:00	M 18:00:00
15	0016	00000016	MR NASIR AHMED	09:00:00	M 18:00:00
16	0017	00000017	MR SUNIL KUMAR	09:00:00	M 18:00:00
17	0018	00000018	MR DINISH KUMAR AKELA	09:00:00	M 18:00:00
18	0019	00000019	MR KRISHNA YADAV	09:00:00	M 18:00:00
19	0020	00000020	MR HARE KRISHNA SINGH	09:00:00	M 18:00:00
20	0021	00000021	MR DEEPAK JHA	09:00:00	M 18:00:00
21	0022	00000022	MR DHARAMVIR SINGH	09:00:00	M 18:00:00
22	0023	00000023	MRS . NEEMA DEVI	09:00:00	M 18:00:00
23	0024	00000024	MR RAJ NARAYAN	09:00:00	M 18:00:00
24	0025	00000025	MR DEEPAK KR. KAUSHIK	09:00:00	M 18:00:00
25	0026	00000026	MR KAMAL DATTA	09:30:00	M 18:00:00
26	0027	00000027	MR VINAY KUMAR	09:00:00	M 18:00:00
27	0028	00000028	MR ABDUL RAUF KHAN	09:00:00	M 18:00:00
28	0029	00000029	MR YOGESH KUMAR	09:00:00	M 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 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
2	0003	00000003	MR SANJAY SINGH	08:00:00	M
** DATE :03/04/2004					
3	0009	00000009	MR SHAJI MATHEW	07:45:00	M



**1.11. 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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Page No.: 1

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)	-----LATE-----	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)	-----EARLY-----	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.

DEMO COMPANY

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CONTINUOUS ABSENTEEISM REPORT FOR :- 11/12/2004 SHIFT :- ALL  
 RUN DATE 22/02/2005 AND TIME 18:26:45

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ABSENT SINCE	No. of Days	ABSENT	-----ABSENT-----	BUS
							>( 1 ) >( 5 ) >( 10 )	ROUTE
1	0001	00000001	MR R.B.SINGH	11/12/2004	1	1.00		
2	0002	00000002	MR RAJ KISHORE YADAV	11/12/2004	1	1.00		
3	0003	00000003	MR SANJAY SINGH	11/12/2004	1	1.00		
4	0005	00000005	MR R. SUSHIL NAIR	11/12/2004	1	1.00		
5	0006	00000006	MR PARMOD KUMAR	11/12/2004	1	1.00		
6	0007	00000007	MR ABDUL SAMAD	11/12/2004	1	1.00		
7	0008	00000008	MS. SUNITA RAI	11/12/2004	1	1.00		
8	0009	00000009	MR SHAJI MATHEW	11/12/2004	1	1.00		
9	0010	00000010	MR UDAY NARAYAN SINGH	11/12/2004	1	1.00		
10	0011	00000011	MR ANISH ANWAR	11/12/2004	1	1.00		
11	0012	00000012	MR DILIP KUMAR	11/12/2004	1	1.00		

**1.18. OUT WORK REPORT**

This report shows the Number of Times the employee has gone out for OutDoor Works on the date for which the report is generated.

DEMO COMPANY

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OUT WORK REPORT FOR :- 03/04/2004 SHIFT :- ALL  
 RUN DATE 22/02/2005 AND TIME 18:30:33

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	TOTAL	I	II	III	IV	V	VI	VII	VIII	IX	X
				OW										
1	0004	00000004	MR SANJAY ARORA	3.00	10.00	12.00								
					11.00	14.00								

**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**

**2.1 STATUTORY REPORTS**

**2.1.1 MUSTER ROLL**

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

DEMO COMPANY  
 MUSTER ROLL FROM : 01/04/2004 TO 30/04/2004

SRL	PAYROLL	EMP.	NAME	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	DW	HLD	CL	SL	ML	PL/EL	REST	TOTAL	ABS															
1	0001	00000001	MR R.B.SINGH	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00						
2	0002	00000002	MR RAJ YADAV	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00				
3	0003	00000003	MR SANJAY	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00			
4	0004	00000004	MR SANJAY	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00		
5	0005	00000005	MR R. SUSHIL	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00		
6	0006	00000006	MR PARMOD	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00	
7	0007	00000007	MR ABDUL	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00	
8	0008	00000008	MS. SUNITA	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00
9	0009	00000009	MR SHAJI	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26.00	4.00					0.00	30.00	0.00

**2.1.2. FORM 12A**

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

NAME OF FACTORY OR OFFICE.... DEMO COMPANY

Page No. 1A\_M\_

1st April 2004 TO 30th April 2004

	Time of Commencement of Work	From	To
MON to FRI			
Saturday			
SUNDAY			
SYSTEM OF ROTATION			

FORM NO. 12  
(RULE NO.78)  
REGISTER OF ADULT WORKERS AS PER PRESCRIBED UNDER SEC. 62 OF THE ACT

REST PERIOD		Time of Completion Of Work
From	To	

SRL NO.	PAYCODE	EMP. NO.	NAME OF ADULT WORKER	FATHER'S NAME	NATURE OF WORK	SECTION	CORRESPONDING TO THAT IN FORM 11	TOTAL NO OF DAYS WORKD	RATE BASIC	RATE ALLW	TOTAL OF OT	AMOUNT DUE	DEDUCTION IF ANY ON A/C <sup>3</sup> ACCOUNT <sup>3</sup> FINES PAID	ACTUAL WAGES PAID	TOTAL NO. OF WEEKLY HOLIDAY WILL BE GIVEN	DATES ON WHICH COMPENSATORY HOLIDAY WILL BE GIVEN	REMARKS OF INDICATION SHOWING THAT THE PAYMENT HAVE BEEN MADE TOGETHER WITH THE DATE
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					



2.1.3 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 Commencement of Work	From	To
MON to FRI			
Saturday			
SUNDAY			
SYSTEM OF ROTATION			

REST PERIOD		Time of Completion Of Work
From	To	

EMPLOYEES INFORMATION	ATTENDANCE																														A.W.	Rest	Leaves				Abs-	Wages	Remark		
	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	Days	& Hol days	CL	SL	PL	LWP	ent Days	Payable			
SR. NO. 1 TOKEN NO.0001 MR. MR R.B.SINGH S/O MR. C.K.SINGH ESI NO.-5270172 DOB - 01/07/1962 PF NO. -235 DOJ - 01/09/1998 Desig. PACKING INCHARGE Deptt.PACKING	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	P	26.00	4.00						30.00				
SR. NO. 2 TOKEN NO.0002 MR. MR RAJ KISHORE YADAV S/O MR SIPAHI YADAV ESI NO.-5270166 DOB - 01/07/1973 PF NO. -233 DOJ - 01/01/1999 Desig. FINISHING SUPERVISOR Deptt.FINISHING	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	P	26.00	4.00						30.00				
SR. NO. 3 TOKEN NO.0003 MR. MR SANJAY SINGH S/O MR HARISH CHANDER SINGH ESI NO.-5270407 DOB - 05/06/1982 PF NO. -234 DOJ - 01/09/1999 Desig. LAYER HELPER Deptt.CUTTING	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	P	26.00	4.00						30.00				
SR. NO. 4 TOKEN NO.0004 MR. MR SANJAY ARORA S/O MR D.C.ARORA ESI NO.- DOB - 01/03/1967 PF NO. - DOJ - 03/09/2001 Desig. MGR ( QC & PROD) Deptt.MANAGEMENT	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	P	26.00	4.00						30.00				
SR. NO. 5 TOKEN NO.0005 MR. MR R. SUSHIL NAIR S/O MR V. RAMAN NAIR 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	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	26.00	4.00						30.00				
PREPARED BY	CHECKED BY															VERIFIED BY															TOTALS : 130.0				20.00					150.0	

**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

Page No. 1  
RUN DATE 28/02/2005 TIME 16:39:19

	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
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
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
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
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
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







**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  
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PAGE NO : 1                      Overtime Register From :01/04/2004 TO 10/04/2004

RUN DATE 22/02/2005                      Time 19:17:30

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

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S.NO	PAYROLL	EMP.	NAME	DESIGNATION	SHIFT TYPE	SHIFT PATTERN	WEEKLY OFF 1ST 2ND	2ND OFF F/H 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.

PAGE NO 1

DEMO COMPANY  
-----

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

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

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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

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 DEMO COMPANY  
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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

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 DEMO COMPANY  
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ATTENDANCE DETAILS SHIFWISE 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  
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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 NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	OT	OTAMOUNT
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

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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

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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

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 DEMO COMPANY  
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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

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 DEMO COMPANY  
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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

**2.4.3. REGULARITY CHART**

**This report shows all the details like Late Arrival , Early Departure in Shift and in Lunch , Over Stay done, Over Time Done , Present , Absent of each individual employee each date wise for the period the report is generated.**

PAGE NO 1

DEMO COMPANY  
-----

REGULARITY CHART FROM 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:27:29

-----  
DATE SHIFT SHIFT LUNCH OVER OVER PRESENT ABSENT  
LATE EARLY LATE EARLY STAY TIME  
-----

\*\* CODE & NAME :- 00000001 MR R.B.SINGH

01/04/2004	G	0.30	0.00	0.00	0.00	0.00	0.00		
02/04/2004	N01	0.00	2.00	0.00	0.00	2.00	1.00	P	
03/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
04/04/2004	OFF	0.00	0.00	0.00	0.00	0.00	0.00		
05/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
06/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
07/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
08/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
09/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
10/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
11/04/2004	OFF	0.00	0.00	0.00	0.00	0.00	0.00		
12/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
13/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
14/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
15/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	

**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 Date : 22/02/2005  
Deptt : C01 CUTTING  
Emp Code : 00000003 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 -----







**4.6. 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. YEARLY REPORTS**

**5.1 EMPLOYEE WISE YEARLY ATTENDANCE DETAILS**

**This report shows the Yearly Attendance details of each individual employee in a concise form for the whole year month wise.**

PAGE NO 1

DEMO,  
-----

YEARLY ATTENDANCE DETAILS EMPLOYEE WISE FOR THE YEAR :- 2004

RUN DATE 09/03/2005 AND TIME 15:58:46

MONTH	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PRE.	ABS.	WO	CL	LEAVE EL	SL	OTHERS	TOTAL	OT	OT AMOUNT
	0001	00000001	MR R.B.SINGH										
January				27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February				24.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March				27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April				26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
May				26.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June				26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July				27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August				1.00	25.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September				1.00	25.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October				0.00	26.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November				0.00	26.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December				1.00	26.00	4.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00



## **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	<----- Minimum	Over Time 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 NO.	Payroll Code	Emp. Code	Date of Birth	Sex	N A M E	Guardian's Name	Designation Category	Joining Date	Authorised Shift	Shift Type Pattern	WEEKLY 1st	OFF 2nd	<--2nd Weekly Off--> F/H Shift Days	OT Allowed OT Rate	Round The Clock
1	0001	00000001	01/07/1962	M	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE STAFF	01/09/1998	E01,N01	F	SUN	NON	F	Y 0.00	Y
2	0002	00000002	01/07/1973	M	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR WORKER	01/01/1999		F	SUN	NON	F	Y 0.00	Y
3	0003	00000003	05/06/1982	M	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER WORKER	01/09/1999		F	SUN	NON	F	Y 0.00	Y
4	0004	00000004	01/03/1967	M	MR SANJAY ARORA	MR D.C.ARORA	MGR ( QC & PROD) MANAGEMENT	03/09/2001		F	SUN	NON	F	Y 0.00	N
5	0005	00000005	12/10/1971	M	MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE STAFF	22/01/2002		F	SUN	NON	F	Y 0.00	N
6	0006	00000006	01/11/1983	M	MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER WORKER	01/04/2002		F	SUN	NON	F	Y 0.00	Y
7	0007	00000007	21/07/1969	M	MR ABDUL SAMAD	MR LATE MD. MEHBOOB	CUTTING MASTER WORKER	01/05/2002		F	SUN	NON	F	Y 0.00	Y
8	0008	00000008	28/06/1982	M	MS. SUNITA RAI		ASSTT ACC INCHARGE STAFF	24/02/2003		F	SUN	NON	F	Y 0.00	N
9	0009	00000009	13/01/1973	M	MR SHAJI MATHEW	MR V.J.MATHEW	DOC ASSTT. STAFF	05/07/2002		F	SUN	NON	F	Y 0.00	N

**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 NO.	Payroll Code	Emp. Code	Date of Birth	Sex	Blood Group	N A M E	Guardian's Name	Designation Category	<-----Address ----->		Joining Date	Qualification	Experience	Bus Route
									Permanent	Local				
1	0001	00000001	01/07/1962	M	N/A	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE STAFF	VILL & PO-RAM GARHA, DISTT SIWAN, BIHAR	GALI NO 6, KHORA COLONY, SHANKAR VIHAR GZB , UP	01/09/1998	MATRIC		
2	0002	00000002	01/07/1973	M	N/A	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR WORKER	VPO CHAKIA , DISTT BHOJ PUR AARA BIHAR	G6 HARKESH NAGAR ND 20	01/01/1999	MATRIC		
3	0003	00000003	05/06/1982	M	N/A	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER WORKER	VILL DARWA KHUD, PO BARU THAOR KALA, DISTT BASTI, UP	146 SARAI KALE KHAN , NIZAMUDDIN, ND	01/09/1999	MATRIC		
4	0004	00000004	01/03/1967	M		MR SANJAY ARORA	MR D.C.ARORA	MGR ( QC & PROD) MANAGEMENT	SAME AS ABOVE	5/40A , MOTI NAGAR, NEW DELHI 15	03/09/2001			
5	0005	00000005	12/10/1971	M		MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE STAFF	EDAYAT HOUSE , ERUVA EANT ERUVA P.O , KAYAM KULLAM, ALLEPPAY, KERALA	28/1286, MADAN GIR , ND	22/01/2002			
6	0006	00000006	01/11/1983	M		MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER WORKER DISTT- GAYA , BIHAR.	VILL - CHATISAPUR, PO CHANDONI, BHAGWAN PUR.	Z 22, MANAV KALYAN CAMP, BADARPUR, ND-44	01/04/2002			

**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					