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		 Р
2	0002	00000002	MR RAJ KISHORE YADAV	_	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		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	8000000	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	А			
2	0151	00000151	RAJESH	A			
3	0236	00000236	IDSOGIDOG	A			

TOTAL :- 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	

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.

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

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

			NOW DITTE OF	7,03,2003 1110	D IIII	10.02.51			
SR.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN		EARLY >(0.30)	
	1 0001	00000001	MD D B SINCH		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	STATU	S MANUAL
** SH	HIFT E01								
1	0069	00000069	MR MR SONU	E01	8.00	08:00:00		Р	
2	0081	00000081	MR SANJEEV	E01	8.00	08:00:00		P	
3	0085	00000085	MR NEERAJ	E01	8.00	08:00:00		P	
** SI	HIFT G								
4	0001	00000001	MR R.B.SINGH	G	9.00	09:30:00	0.30	Р	M
5	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		P	
6	0003	0000003	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

DIN DATE: 02/02/2005 AND TIME: 17:57:30

	RUN DATE 22/02/2005 AND TIME 17:57:30									
NO.	NO	NO.		PUNCH - 1		PUNCH - 2				
	TE:01/04/2									
1	0001	00000001	MR R.B.SINGH	09:30:00	М	18:00:00				
2	0002	00000002	MR RAJ KISHORE YADAV			18:00:00				
3	0003	0000003	MR SANJAY SINGH		M	18:00:00				
4	0004	00000004	MR SANJAY ARORA	09:30:00		18:00:00				
5	0005	00000005	MR R. SUSHIL NAIR	09:30:00		18:00:00				
6	0006	00000006	MR PARMOD KUMAR	09:00:00		18:00:00				
7	0007	00000007	MR ABDUL SAMAD	09:00:00		18:00:00				
8	0008	80000000	MS. SUNITA RAI							
9	0009	00000009	MR SHAJI MATHEW	09:30:00		18:00:00				
10	0010	00000010	MR UDAY NARAYAN SINGH	09:00:00		18:00:00				
11	0011	00000011		09:30:00						
12	0012		MR DILIP KUMAR	09:00:00		18:00:00				
13	0014	00000014	MR SAGAR RAI	09:00:00		18:00:00				
14	0015	00000015	MR CHANDESWAR RAI MR NASIR AHMED	09:30:00		18:00:00				
15	0016	00000016	MR NASIR AHMED	09:00:00		18:00:00				
16	0017	00000017	MR SUNIL KUMAR	09:00:00		18:00:00				
17	0018	00000018	MR DINISH KUMAR AKELA	09:00:00		18:00:00				
18	0019	00000019	MR KRISHNA YADAV	09:00:00		18:00:00				
19	0020	00000020	MR HARE KRISHNA SINGH	09:00:00		18:00:00				
20	0021	00000021		09:00:00						
21	0022	00000022	MR DHARAMVIR SINGH			18:00:00				
22	0023	00000023	MRS . NEEMA DEVI	09:00:00		18:00:00				
23	0024	00000024	MR RAJ NARAYAN	09:00:00		18:00:00				
24	0025	00000025	MR DEEPAK KR. KAUSHIK	09:00:00		18:00:00				
25	0026	00000026	MR KAMAL DATTA	09:30:00						
26	0027	00000027	MR VINAY KUMAR	09:00:00						
27	0028	00000028	MR ABDUL RAUF KHAN	09:00:00		18:00:00				
28	0029	00000029	MR YOGESH KUMAR	09:00:00		18:00:00				

1.8. PUNCH THROUGH MANUAL VOUCHER

This report shows the Manual Punch (the Punch that is being done manually through the Manual Punch Voucher) on the date for which the report is generated. This report can be generated for multiple dates also.

DEMO COMPANY

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

		RUN DATE	22/02/2005 AND TIME	17:58:44	
SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PUNCH - 1	PUNCH - 2
** DA	ATE :01/04/2	2004			
1 2 ** DF	0001 0003 ATE :03/04/2	00000001 00000003 2004	MR R.B.SINGH MR SANJAY SINGH	09:30:00 08:00:00	M M
3	0009	00000009	MR SHAJI MATHEW	07:45:00	М

1.9 PUNCH THROUGH REASON CARD

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

DEMO,

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DEASON CADD DEDODT FOR -- 01/01/2004 TO 31/01/2004 SHIFT :- ALL

			REPORT FOR :- 01/01/20 0/05/2004 AND TIME 11:		SHIFT :-	ALI
SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	TIME REAS	SON	
** DA	TE :01/01/	2004				
1	0001	00000001	MR R.B.SINGH	09:00:00 C	N DUTY	
2	0003	0000003	MR SANJAY SINGH	09:00:00 C	N DUTY	
3	0005	00000005	MR R. SUSHIL NAIR	09:30:00 C	N DUTY	
4	0009	00000009	MR SHAJI MATHEW	09:30:00	N DUTY	

1.10 DAILY PERFORMANCE REPORT

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

DEMO COMPANY

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

______ SRL PAYROLL CARD EMPLOYEE'S SHIFT START IN LUNCH LUNCH OUT HOURS STATUS EARLY SHIFT SHIFT EXCESS OT OVER TIME OVER STAY MANUAL NO. NO NO. NAME OUT IN WORKED ARRIVAL LATE EARLY LUNCH ______ 1 0001 00000001 MR R.B.SINGH G 9.00 09:30:00 18:00:00 8.30 SRT 0.30 M 2 0002 00000002 MR RAJ KISHORE YADAV G 9.00 09:00:00 18:00:00 9.00 0000003 MR SANJAY SINGH 9.00 08:00:00 18:00:00 10.00 1.00 1.00 Μ 3 0003 G 4 0004 00000004 MR SANJAY ARORA s1 9.30 09:30:00 18:00:00 8.30 s1 9.30 09:30:00 5 0005 00000005 MR R. SUSHIL NAIR 18:00:00 8.30 6 0006 00000006 MR PARMOD KUMAR G 9.00 09:00:00 18:00:00 9.00 00000007 7 0007 MR ABDUL SAMAD 9.00 18:00:00 9.00 G 09:00:00 8 0008 80000008 MS. SUNITA RAI S1 9.30 09:30:00 18:00:00 8.30 9 0009 00000009 MR SHAJI MATHEW S1 9.30 09:30:00 18:00:00 8.30 10 0010 00000010 MR UDAY NARAYAN SINGH G 9.00 09:00:00 18:00:00 9.00 11 0011 00000011 S1 9.30 MR ANISH ANWAR 09:30:00 18:00:00 8.30 12 0012 00000012 MR DILIP KUMAR G 9.00 09:00:00 18:00:00 9.00 13 0014 00000014 MR SAGAR RAI G 9.00 09:00:00 18:00:00 9.00 00000015 S1 14 0015 MR CHANDESWAR RAI 9.30 09:30:00 18:00:00 8.30 15 0016 00000016 9.00 MR NASIR AHMED G 09:00:00 18:00:00 9.00 16 0017 00000017 MR SUNIL KUMAR 9.00 09:00:00 18:00:00 9.00 17 0018 00000018 MR DINISH KUMAR AKELA 9.00 09:00:00 18:00:00 9.00 18 0019 00000019 MR KRISHNA YADAV 9.00 09:00:00 18:00:00 9.00 19 0020 00000020 MR HARE KRISHNA SINGH 9.00 09:00:00 18:00:00 9.00 20 0021 00000021 9.00 18:00:00 MR DEEPAK JHA 09:00:00 9.00 21 0022 00000022 MR DHARAMVIR SINGH 9.00 09:00:00 18:00:00 9.00 22 0023 00000023 MRS . NEEMA DEVI 9.00 09:00:00 18:00:00 9.00

1.11. EARLY DEPARTURE

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

DEMO COMPANY

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

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

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 ARRIVAI	SHIFT LATE	MANUAL
1	0001	00000001	MR R R SINCH	N∩1		20 00	18.00.00	. 08:00:00	13 00	D	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		М

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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Page	MA	•	

rage	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
** DA	ATE :03/04/2	2004											
1	0006	00000006	MR PARMOD KUMAR	NO1	09:00:0			18:00:00	9.00		14.00	P	
2	0010	00000010	MR RAJESH KUMAR	N01	22:00:0	0 (

1.15. CONTINUOUS LATE ARRIVAL REPORT

This report shows the employees who have come late in the shift than the Permissable 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 ANI	O TIME	18:2	4:5	50			

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	LATE SINCE	No. of Days	LATE		LATE >(0.30)	
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 Permissable 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 RIN DATE 22/02/2005 AND TIME 18.25.40

			KUN DATE 22/02/2005	AND TIME 10.2	3.40				
SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	EARLY SINCE	No. of Days	EARLY	>(0.10)		
1	0002	00000002	MR RAJ KISHORE YADAV	02/04/2004	1	1.30		 **	

MIS

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	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	0000003	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	80000008	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 OW	II	III	IV	V	VI	VII	VIII	IX	Х
1	0004	00000004	MR SANJAY ARORA	3.00 10.00	12.00 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

Page No.: 1

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

IX	
	Λ

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

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 halfs 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 |3|0003 ______ |5|0005 ______ 1610006 |7|0007 1810008 ______ 1910009

2.1.2. FORM 12A

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

NAME OF FACTO	RY OR OFFICE	DEMO COMPANY					Page No	. 1A	_M_					1st April 200	04 TO 30t	h April 2004	
 	Time of														REST PERIO	D	Time of Completion
	of Work	From	To											From		To	Of Work
 MON to FRI Saturday SUNDAY SYSTEM OF ROTATION	 				REGIS	STER OF ADULT	FORM NO. 1 (RULE NO.78 WORKERS AS PER)	RIBED UN	NDER SE	C. 62 OF THE ACT				 		
RL PAYCODE).		OF ADULT WORKER	FATHER'S NAME 	NATURE OF WORK 	SECTION 	CORRESPONDIN TO THAT IN FORM 11	G TOTAL RATE R NO OF OF C DAYS BASIC A - WORKD WAGES I	ATE T F H LLW O	OTAL IOURS OF	AMOUNT DUE 	DEDUCTION IF ANY 	ACTUA WAGES	L TOTAL NO.	DATES ON WHICH	COMPENSATO	RY REMARI SHOWIN PAYMEN	S OF INDICATION G THAT THE IT HAVE BEEN MAD
1 0001	00000001 MR R.B.		MR. C.K.SINGH	STAFF	PACKING	G	26.00	<u> </u>		0.00						 	
2 0002	00000002 MR RAJ	KISHORE YADAV	MR SIPAHI YADAV	WORKER	FINISHING	G	26.00	i	0.00	0.00	i i i	İ	i i			i	
3 0003	00000003 MR SANJ	AY SINGH	MR HARISH CHANDER SINGH	WORKER	CUTTING	G	26.00	i	0.00	0.00	i i i	İ	i i			i	
4 0004	00000004 MR SANJ	AY ARORA	MR D.C.ARORA	MANAGEMEN	T MANAGEMENT	ri isl	26.00	i	0.00	0.00	i i i	İ	i i			i	
5 0005	00000005 MR R. SI	USHIL NAIR	MR V. RAMAN NAIR	STAFF	ACC. & AI	oj įs1	26.00	i	0.00	0.00	i i i	İ	i i			i	
6 0006	00000006 MR PARM	OD KUMAR	MR SALIG RAM	WORKER	PACKING	G	26.00	i	0.00	0.00	i i i		i			İ	
7 0007	00000007 MR ABDU	L SAMAD	MR LATE MD. MEHBOOB	WORKER	CUTTING	i i G	26.00	i	0.00	0.00	i i i	İ	i i			İ	
8 0008	00000008 MS. SUN	ITA RAI	-	STAFF	ACC. & AI	oj įs1	26.00	i	0.00	0.00	i i i	İ	i i			i	
9 0009	 00000009 MR SHAJ		- MR V.J.MATHEW	- STAFF	-	1 1	26.00	- 		0.00	1 1		-			 	

2.1.2. Form 12b $(2^{ND}$ part of the same report)

1	NAME OF FA	CTORY	Y OR	OFFIC	E	. [DEMO C	COMPA	ANY																	Page	No.	1B_M	1_											1st	Apri	1 20	004 5	20 3	Oth A	April	. 20)4					
	 	T	Time		1									1																									1			RE	ST PI	ERIOD)				Time	of etion			
	 	О	of Wo	rk	i		Fro	om				To		į																									i		Fro	m	1		ТС	0		Ì	Of W		 		
MOI Sa SY RO	N to FRI aturday SUNDAY STEM OF OTATION				 															REGIS	STER	OF A	DULT		(RUL	NO. E NO. AS PE	78)	SCRIE	BED UN	IDER	SEC.	62 0	F THE	ACT					 				 					 			 		
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NO.	İ	1st	t 2nd	 1st	2nd	lst 2	nd 1s	st 2r	nd 1s	t 2nc	d 1st	t 2nd	l 1st	2nd	1st	2nd	1st 2	nd 1	st 2	nd 1s	st 2n	d 1s	t 2nd	d 1st	2nd	 1st	2nd 1	st 2r	nd 1st	: 2nd	l 1st	2nd	1st 2	nd 1s	t 2nd	 1st :	2nd 1	st 2n	nd 1s	t 2nd	1st	2nd 1	st 2r	nd 1s	st 2nc	d 1st	: 2nd	 1st 2	2nd 1	st 2nd	d 1st	2nd	1st 2nd
1	 0001	P	P	P	P I	P E	WC	O WC	O P	ΙP	P	P	P	P	P	P	P P	P	P	WC) WO	ΙP	P	P	P	P	P P	P	ΙP	P	P	P	WO W	O P	ΙP	P	P F	P P	P	P	P	P E	P P	WO	OW C	P	P	P P	P P) P	P	P	P P
2	10002	ΙP	l P	P	P I	- E	P WC	o wc	O P	ΙP	ΙP	l P	P	P	P	P	P P	ΙP	P	WC) WO	ΙP	ΙP	ΙP	ΙP	P	P P	P	ΙP	ΙP	P	P	WO W	OP	ΙP	P	P F	P	ΙP	ΙP	P	P E	P	WO	OWI	ΙP	ΙP	P P	P P	P	P I	P	P P
	 0003	- P	- P	 P	- P I	- - E		 OWC	 D P	- P	- P	- P	 P	 P	P	 P	- P P	- P	- P) WO	- P	- P	- P	 P	 P	- P P		 P	P	 P		- WO W	 O P	 P		- P F	 P P	 P	- P	 P	- P E	 P	WO	-	- P	 P	P P	· -	 P	 P	 P	P P
	 0004	- P	- P	 P	- P I	- - E		 OWC	 D P	- P	- P	- P	 P	 P	 P	 P	- P P	- P	- P) WO	- P	- P	- P	 P	 P	- P P	 P P	 P	- P	 P	 P	-	 O P	 P	- P :	- P F		 P	- P	 P	- P E	 		- WO	- P	 P	P P	· -· P	 P	 P	 P	 P P
ļ	 0005	- P	- P	 P	- P I	- - E		 O WC	 D P	- P	- P	- P	 P	 P	 P	 P	- P P	- P	- P	 W() WO	- P	- P	- P	 P	 P	- P P	 P P	 P	 P	 P	_ :	!	 O P	 P		- P F	 P P	 P	- P	 P	- P E	 P P		- WO	- P	 P	- P F	- - P	 P	 P	 P	 P P
	 0006	- P	- P	 P	- P I	- - E		 O WC	 D P	- P	- P	- P	 P	 P	 P	 P	- P P	- P	- P P	 W() WO	- P	- P	- P	 P	 P	- P P	 P P	 P	- P	 P	 P	- WO W	 O P	 P		- P F	 P P	 P	- P	 P	- P E	 P P		- WO	- P	 P	- P F	- P	 P	 P	 P	 P P
	 0007	- P	- P	 P	- P I	- - E		 OW	 D P	- P	- P	- P	 P	 P	 P	 P	- P P	- P	-	 W('	- P	'	- P	 P	 P	- P P			- P			- WO W		 P	 P :	- P F		 P	- P	 P	- P E	 P		- WO	- P	 P	- P F	· -	 P	 P	 P	 P P
	 0008	- P	- P	 P	- P I	- - I		 O WC	 D P	- P	- P	- P	 P	 P	 P	 P	- P P	- P	- P	'					1								- WO W			 P :	- P F	 P		- P	 P	- P E	 P P	 WC	- WO	- P	 P	- P F	· -	 P	 P	 P	 P P
'	 0009	- P	- P	 P	- P I	- -			 D P	- P	- P	- P	 P	 P		 P	- P P	- P	- P	!) WO					 P							- WO W		'	 P :	- P F	 P P		- P	 P	- P E	 - P				 P	- P F	· -	 P	 P	 P	 P P
	 0010	- P	- P	 P						- P	- P	- P	 P	 P	 P	 P	- P P	- P	- P) WO			- P	 P	 P	- P P		 P	 P			- WO W		 P	 P	- P F	 P P	 P	- P	 P	- P E	 P P	 WO			 P	- P F	-	 P	 P	 P	 P P

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

										F.	ORM NO). 25																								
Time of Commencement						1																						REST PERIOD				I		 Time of ompletior	1	
·	From			To		i																						İ	Fro	m	1	То	i	(Of Work	1
MPLOYEES INFORMATION	1										АТТ	ΓΕΝ	DAN	СЕ														1	A.W.	Rest		Leaves	3	Ab	s- Wages	Remar
	1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	.6 1	7 18	19	20	21	122	123	124	125	126	27	128	29	30		days C	CL SI	. E	PL LWP	Day	s Payabl	
SR. NO. 1 TOKEN NO.0001 MR. MR R.B.SINGH S/O MR. C.K.SINGH ESI NO5270172 DOB - 01/07/1962	 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 2	 26.00	4.00			 		 30.00	
F NO235 DOJ - 01/09/1998 esig. PACKING INCHARGE eptt.PACKING	 P P	 P	 WO	 P	 P	 P	 P	 P	 P	 WO	 P	 P	 P	 P	 	 WO	 P	 P 	 P 	 P	 P	 P 	 WO	 P	 P	 P	 P	 P 	 	; ; ;	 	 	 	 	i 	;
R. NO. 2 TOKEN NO.0002 R. MR RAJ KISHORE YADAV /O MR SIPAHI YADAV SI NO5270166 DOB - 01/07/1973	 P P	 P	 WO	 P	 P	 P	 P 	 P 	 P	 WO	 P	 P	 P	 P	 	 WO	 P	 P	 P 	 P	 P	 P 	 WO	 P	 P	 P	 P	 P 2	 26.00	4.00	 	 	 		 30.00	
PF NO233 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	 	 	 	 	 	 	 	
R. NO. 3 TOKEN NO.0003 R. MR SANJAY SINGH /O MR HARISH CHANDER SINGH SI NO5270407 DOB - 05/06/1982	 P P 	 P	 WO	 P 	 P	 P	 P 	 P 	 P	 WO	 P	 P	 P 	 P 1	 	 WO	 P 	 P 	 P 	 P	 P 	 P 	 WO	 P	 P	 P	 P	 P 2	 26.00	4.00	 	 	 	 	 30.00	
PF NO234 DOJ - 01/09/1999 Desig. LAYER HELPER Deptt.CUTTING	 P P	 P	 WO	 P 	 P 	 P	 P 	 P 	 P	 WO 	 P 	 P	P	P 1	 	 WO	 P	 P 	 P 	 P	 P	 P 	 WO	 P 	 P 	 P 	 P 	 P 	 	 	 	 	 	 	 	
	 P P 		 WO	 P	 P									 P				 P 	 P 		 P		 WO		 P				 26.00	4.00	 	 	 		 30.00	
F NO DOJ - 03/09/2001 esig. MGR (QC & PROD) eptt.MANAGEMENT		 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	 	 	 	 	 	 	 	
R. NO. 5 TOKEN NO.0005 R. MR R. SUSHIL NAIR	 P P	 P	 WO	 P	 P	 P	 P	 P	 P	 WO	 P	1 - 1	 P	 P	 	1110	 P	 P	 P	 P	 P	 P 	 WO	1 -	 P	1 -	1 - 1	 P 2	 26.00		 	 	 		 30.00	
esig. DOC INCHARGE eptt.ACC. & ADMN.	 	 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	 			 	 		 	
REPARED BY								CHECK	KED BY	Y							VERI	FIED B	Y								TO	TALS :	: 130.	0 20.00	1		1	1	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

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				0001			001 MF					RESENT :					OLIDAY							: 234.00						
IN - 1 OUT- 2 IN - 2	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- 1 WORK		18.00 9.00			18.00 9.00		18.00 9.00	18.00 9.00		18.00 9.00		18.00 9.00	18.00 9.00		18.00 9.00	18.00 9.00			18.00	18.00 9.00		18.00 9.00		18.00 9.00		18.00 9.00		18.00 9.00		18.00 9.00
STATUS	P	Р	Р	WO	P	P	P	P	P	P	WO	P	P	Р	P	P	P	WO	P	P	P	Р	P	P	WO	Р	P	P	P	Р
	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						000000			SHORE Y			RESENT :					OLIDAY							: 234.00						
IN - 1 OUT- 2 IN - 2	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- 1 WORK		18.00 9.00				18.00 9.00	18.00 9.00	18.00 9.00				18.00 9.00	18.00 9.00		18.00 9.00	18.00 9.00			18.00	18.00 9.00		18.00 9.00		18.00 9.00		18.00 9.00		18.00 9.00		18.00 9.00
STATUS	P	P	P	WO	P	P	P	P	P	P	WO	Р	P	P	P	P	P	WO	P	P	P	P	P	Р	WO	P	P	P	P	Р
	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							003 MF					RESENT :					OLIDAY							: 234.00						
IN - 1 OUT- 2 IN - 2	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- 1 WORK		18.00 9.00					18.00 9.00						18.00 9.00									18.00 9.00						18.00 9.00		
STATUS	Р	Р	Р	WO	Р	P	Р	Р	Р	Р	WO	Р	Р	Р	Р	Р	Р	WO	Р	Р	Р	Р	Р	Р	WO	Р	Р	Р	Р	Р

2.2.2. ABSENTEEISM REGISTER

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

DEMO COMPANY

DEMO COMPANY

PAGE NO: 1 Absenteeism Register From: 01/12/2004 TO 31/12/2004

RUN DATE 28/02/2005 Time 16:40:20 CARD NO. NAME S.NO. PAYCODE 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21th 22th 23th 24th 25th 26th 27th 28th 29th 30th 31th TOTAL ______ 1 0001 00000001 MR R.B.SINGH $1.00 \ 1.00 \$ 27.00 2 0002 00000002 MR RAJ KISHORE YADAV $1.00 \ 1.00 \$ 3 0003 00000003 MR SANJAY SINGH $1.00 \ 1.0$ 4 0004 00000004 MR SANJAY ARORA $1.00 \ 1.0$ 5 0005 00000005 MR R. SUSHIL NAIR $1.00 \ 1.0$ 6 0006 00000006 MR PARMOD KUMAR $1.00 \ 1.0$ 7 0007 00000007 MR ABDUL SAMAD $1.00 \ 1.0$ 27.00 8 0008 00000008 MS. SUNITA RAI $1.00 \ 1.0$ 27.00 9 0009 00000009 MR SHAJI MATHEW 27.00 10 0010 00000010 MR UDAY NARAYAN SINGH 27.00 11 0011 00000011 MR ANISH ANWAR $1.00 \ 1.0$ 27.00 12 0012 00000012 MR DILIP KUMAR $1.00 \ 1.0$ 27.00 13 0014 00000014 MR SAGAR RAI $1.00 \ 1.0$ 27.00 14 0015 00000015 MR CHANDESWAR RAI $1.00 \ 1.00 \$ 27.00 15 0016 00000016 MR NASIR AHMED 1.00 1.00 1.00 - $1.00 \ 1.00 \$ 16 0017 00000017 MR SUNIL KUMAR $1.00 \ 1.0$ 27.00 17 0018 00000018 MR DINISH KUMAR AKELA $1.00 \ 1.0$ 18 0019 00000019 MR KRISHNA YADAV $1.00 \ 1.0$ 19 0020 00000020 MR HARE KRISHNA SINGH $1.00 \ 1.0$ 20 0021 00000021 MR DEEPAK JHA $1.00 \ 1.0$ 21 0022 00000022 MR DHARAMVIR SINGH $1.00 \ 1.00 \$

2.2.3. 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.

									DE	EMO CO	MPANY			
P.	AGE NO :	1			Late	Arriv	al Re	gister	From :	01/04	/2004	TO	10/04/	2004
				RU	N DATE	22/0	2/200	5	Tin	ne 1	9:07:3	8		
s.No.	PAYCODE	CARD NO. 1st	NA 2nd	ME 3rd	4th	5th	6th	7th	8th	9th	10th	т()TAL	
1	0001	00000001		R.B.SII		1.00	1.00	1.00	1.00	1.00	1.00		7.30	

2.2.4. EARLY REGISTER

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

								I	DEMO (COMPAN	Y -	
]	PAGE NO :	1	E	arly G	oing	Register	From	:01/04	4/200	4 TO	10/04/2004	
			RU	N DATE	22/	02/2005		Time	e 1	9:10:3	9	
s.NO.	PAYCODE	CARD NO. 1st 2	NAME nd 3rd	4th	5th	6th	7th	8th	9th	10th	TOTAL	
1	0002		MR RAJ KI	SHORE	YADAV						1 00	
2	0006	- 1. 00000006 	MR PARMOD	- KUMAR -	_	_		_	_	_	1.30	

2.2.5. OVER STAY REPORT

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

							DEMO	COMP	ANY	
	PAGE NO :	1	0-	verstay	y Regi:	ster F	rom :0	1/04/	 2004 т	0 10/04/2004
			RUN DATE	22/02	2/2005		Tim	e 1	9:16:24	
S.NO	. PAYCODE		AME 3rd 4th	5th	6th	7th	8th	9th	10th	TOTAL
1	0001	00000001 MR - 2.00	R.B.SINGH	_	_	_				2.00
2	0003		SANJAY SINGH	5.00	_	_	_	_	_	6.00
3	0009	00000009 MR	SHAJI MATHEW	_	_	_	_	_	_	2.00

2.2.6. OVER TIME REPORT

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

> DEMO COMPANY _____

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

				RUI	N DATE	22/02	2/2005		Time	e 19	9:17:30	
S.NO.	PAYCODE	CARD NO. 1st	NAI 2nd		4th	5th	6th	7th	8th	9th	10th	TOTAL
1	0001	00000001			_							
2	0003	00000003		- SAN.TAY		-	-	-	-	-	_	1.00
-	0000	_		_	-	5 00	_	_	_	_	_	5 00

SHIFT SCHEDULE 2.2.7.

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

> DEMO COMPANY _____ ALL SHIFT EMPLOYEE

MONTHLY SHIFT SCHEDULE FROM: 01/04/2004 TO 10/04/2004 ______ DESIGNATION SHIFT SHIFT WEEKLY OFF 2ND OFF 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |10 | S.NO PAYROLL | EMP. | NAME TYPE PATTERN 1ST 2ND F/H DAYS ______ 00000001 | MR R.B.SINGH PACKING INCH F G SUN NON F 1.00 G N01 E01 OFF E01 E01 E01 E01 E01 2 0002 3 0003

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

4 0004

DEMO COMPANY

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

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

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PRE.	ABS.	WO	LEAVE	ОТ	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	0000003	MR SANJAY SINGH	26.00		4.00		5.00)
4	0004	00000004	MR SANJAY ARORA	26.00		4.00			
5	0005	00000005	MR R. SUSHIL NAIR	26.00		4.00			

2.3.2. DEPARTMENT WISE SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

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

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

 SRL
 DEPARTMENT
 TOTAL
 PRESENT
 ABSENT
 LEAVE
 WEEKLY

 1
 D01
 ACC. & ADMN.
 5.00
 130.00
 20.00

 2
 P01
 PERSONNEL
 11.00
 286.00
 44.00

 3
 F01
 FINISHING
 41.00
 884.00
 136.00

 4
 P02
 PACKING
 8.00
 156.00
 24.00

 5
 S01
 SAMPLING
 16.00
 260.00
 40.00

 6
 C01
 CUTTING
 22.00
 442.00
 68.00

 7
 T01
 THREAD CUTTING
 80.00
 1378.0
 212.00

 8
 M01
 MANAGEMENT
 3.00
 52.00
 8.00

 9
 P03
 PRESSING
 12.00
 312.00
 48.00

 10
 S02
 STORES
 2.00
 26.00
 4.00

2.3.3. SHIFT WISE PRESENT SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

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

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

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

2.3.4. EARLY DEPARTURE SUMMARY

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

PAGE NO 1

DEMO COMPANY

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

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

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

2.3.5. OVER TIME SUMMARY

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

PAGE NO 1

DEMO COMPANY

OT SUMMARY FOR THE MONTH OF April, 2004

	RUN DATE 22/02/2005 AND TIME 19:23:34							
SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	OT	OTAMOUNT			
Depa:	rtment CUTT	'ING 00000003	MR SANJAY SINGH	5.00	0.00			
Depa:	rtment PACK 0001	XING 00000001	MR R.B.SINGH	1.00				

2.3.6. LATE AND OVER STAY

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

PAGE NO 1

DEMO COMPANY

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

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

S.NO. PA	YROLL CARD	EMPLOYEE'S NAM	E LATE	NO OF I	DAY OVER STAY
1 00	01 000000)1 MR R.B.SINGH	24.30	26	2.00
2 00	03 0000000)3 MR SANJAY SING	H	2	6.00
3 00	09 000000	9 MR SHAJI MATHE	M	1	2.00

2.3.7. TIME LOSS

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

PAGE NO 1

DEMO COMPANY

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

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

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

2.4 PERCENTAGE ANALYSIS

2.4.1 EMPLOYEE WISE ANALYSIS

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

PAGE NO 1

DEMO COMPANY

PERCENTAGE ANALYSIS REPORTS FOR THE MONTH OF April, 2004

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

SRL NO	PAYROLL	CARD NO.	EMPLOYEE'S NAME	DAYS	PRE %	ABS.	%	LEAVE	%	WO	%
1	0001	00000001	MR R.B.SINGH	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
2	0002	00000002	MR RAJ KISHORE YADAV	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
3	0003	0000003	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	8000	8000000	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

DEMO COMPANY

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

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

		DEPAR CODE	DEPARTMENT CODE NAME		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. REGULARTY 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 ______ LUNCH OVER OVER PRESENT ABSENT DATE SHIFT SHIFT 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 02/04/2004 N01 0.00 2.00 1.00 0.00 0.00 2.00 03/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00 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 06/04/2004 E01 1.00 0.00 0.00 0.00 0.00 07/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00 08/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00 09/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00 10/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00 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 13/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00 14/04/2004 E01 1.00 0.00 0.00 0.00 0.00 0.00

0.00 0.00 0.00

3. MEMO GENERATIONS

15/04/2004 E01 1.00 0.00

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

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

4.2. SANCTIONED LEAVE

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

PAGE NO 1

DEMO COMPANY

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

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

PAYROLL EMPLOYEE EMPLOYEE NAME DESIGNATION DATE LEAVE LEAVE POSTED FEEDED FROM I/II HALF CODE TYPE AMOUNT

0001 00000001 MR R.B.SINGH PACKING IN 05/04/2004 EL 1.00 N VOUCHER

4.3. 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.

PAGE NO 1

DEMO COMPANY

ACCRUED LEAVE REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:47:51

SRL	PAYROLL	EMPLOYEE NAME	<				AC	CRUED -														
NO.			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	0001	MR R.B.SINGH	10.00		20.00																	
2	0002	MR RAJ KISHORE YADAV																				
3	0003	MR SANJAY SINGH																				
4	0004	MR SANJAY ARORA																				
5	0005	MR R. SUSHIL NAIR																				
6	0006	MR PARMOD KUMAR																				
7	0007	MR ABDUL SAMAD																				
8	0008	MS. SUNITA RAI																				

4.4. LEAVE CONSUMED

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

PAGE NO 1

DEMO COMPANY

CONSUMED LEAVES REPORT FOR THE YEAR 2004

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

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

1 0001 MR R.B.SINGH 1.00

LO1 - CASUAL LEAVE LO3 - EARNED LEAVE LO2 - OUT DUTY

4.5 LEAVE BALANCE

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

PAGE NO 1

DEMO COMPANY

BALANCE LEAVE REPORT FOR THE YEAR 2004

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

SRL PAYROLL	EMPLOYEE NAME						TANCE													
SRL PAYROLL	EMPLOIDE NAME	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10 L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1 0001	MR R.B.SINGH	10.00		19.00																
2 0002	MR RAJ KISHORE YADAV																			
3 0003	MR SANJAY SINGH																			
4 0004	MR SANJAY ARORA																			
5 0005	MR R. SUSHIL NAIR																			

4.6. LEAVE REGISTER

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

DEMO COMPANY

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

6	:	4	9	:	5	8	

0001	00000001	MR R.B.SINGH	C/O MR. C.K.SI	INGH
CL - CA	ASUAL LEAVE	[L]	ACCRUED :	10.00
			BALANCE :	10.00
	ARNED LEAVE '2004 0000001	[L]	ACCRUED :	20.00
			BALANCE : =	19.00
OD - OU	JT 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

DEMO,

YEARLY ATTENDANCE DETAILS EMPLOYEE WISE FOR THE YEAR :- 200

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

MONTH PAYROLL	 CARD	EMPLOYEE'S	PRE.	ABS.	WO		LEAVI	 3			OT	OT AMOUNT
NO	NO.	NAME				CL	EL	SL	OTHERS	TOTAL		
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

5.2 FORM B

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

FORM B
[See Rule 7(2)]

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

- 1. Date of joining Service 01/09/1998
- 2. Whether covered by the Employee's State Insurance Scheme, Yes/No

5.3 FORM 14

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

FORM NO. 14 (Rule No.102)

S. No.

Department : PACKING

Serial No. in the register of Adult/Child Worker: 0001

LEAVE WITH WAGES REGISTERS

NAME OF FACTORY:

Date of Entry into service : 01/09/1998

No.....

Name: MR R.B.SINGH

Guardian Name: MR. C.K.SINGH

Date of Discharge / /

Date and amount of payment made in
lieu of leave due _____

Calende	r Wages	Wages	l No	of da	ays work	 ed	Total	Leave	Credit	Total	Whether	Leav	e enjoyed	No. of	Balance	e Normal		 Rate	CL I	SL	CO I	AB I	WO I	LWP	SPL	ESI
year		d earned			calende			j			leave	i İ	3 1	Days	of		equivalent	of	į	į	i	į	į	i	j	i İ
of	during	g during	g l				column	Balance	Leave	column	in	From	To		leave	of	advantage	wages			1			-		. 1
service	1	. the	No. of	No.	No. of	No. of	4,6	of leave	earned	9 and	accord-			1	to	wages	accruing	for			1					
	to	. wages	days	of	days	days o			1 5	10	ance			1	credit		through	the								
		period		days		leave		preceding	the year		with			I			concession									
			performe				d	-	mentioned		scheme			I		1	nal sales	-			- 1					
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2004	 Jan	_	27.0	I 0	1 0.00	0.0	7 27.00	0.00	0.00	0.00		 		 	_ 	- 	_	_	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	 Feb	_	_ 24.0	I	1	I	 24.00	0.00	0.00	0.00	.	l	_	_	_	_	_ [_	0.00	0.001	0.00	I	l	0.001	0.001	1 0.001
	1	i	24.0	1	1 0.00	1	1	1 0.00	1	1	1			i	i	i		i	0.001	0.001	0.001	0.001	3.001	0.001	0.001	1 1
	Mar	_ <u> </u>	27.0	0	0.00	0.0	27.00	0.00	0.00	0.00		'		_ <u> </u>	- <u> </u>	- <u> </u>	<u> </u>	- <u> </u>	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	_ Apr	-¦	_ 26.0	0	-1-0.00	0.0	_ 	0.00	0.00	0.00			_	¦	- 	-	- 	-¦	0.00	0.00	0.00	0.00	4.00	0.00	0.00	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 2	C01 C1	DEMO COMPANY CINZOA	DEMO

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	Т01	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.		t In Time	Lunch Out Time	Lunch In Time	Out Time	Lunch Deduction			rer 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

0.00

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

STAFF

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

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SRL NO.	Payroll Code	Emp. Code	Date of Birth	Sex	Blood Group	N A M E	Guardian's Name	Designation Category		ess> Local	Joining Date	Qualification Experience	Bus Route
1	0001	00000001	01/07/1962	М	N/A	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE STAFF	VILL &PO-RAM GARHA, DISTT SIWAN, BIHAT	GALI NO 6, KHORA COLONY, SHANKAR VIHAR GZB , UP	01/09/1998	MATRIC	
2	0002	00000002	01/07/1973	М	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	0000003	05/06/1982	М	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	М		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	М		MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE STAFF	EDAYAT HOUSE , ERUVA EANT ERUVA P.O , KAYAM KULLAM, ALLEPPAY, KERALA		22/01/2002		
6	0006	00000006	01/11/1983	М		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		

HOLIDAY MASTER

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

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LIST OF HOLIDAY YEAR :- 2004

S.NO.	Date	Holiday	Adj Date	OT Factor
		REPUBLIC DAY INDEPENDENCE DAY		1.00

CARD REPLACEMENT MASTER

If an employee looses 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	00000001MR	R.B	.SINGH	01/04/2004	00002658
2	00000006MR	PARI	MOD KUMAR	15/04/2004	00005698

6.10 REASON CARD MASTER

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

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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 Y Y 2 S01 CASUAL LEAVE L01 1.00