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 :- 12/02/2025 SHIFT :- ALL

RUN DATE 20/03/2025 AND TIME 11:10:40

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	0000003	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	0000006	MR PARMOD KUMAR	G	9.00	09:00:00		P
7	0007	0000007	MR ABDUL SAMAD	G	9.00	09:00:00		P
8	8000	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	0000017	MR SUNIL KUMAR	G	9.00	09:00:00		P
17	0018	0000018	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

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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Page No.: 1

ABSENTEEISM REPORT FOR :- 12/02/2025 SHIFT :- ALL

RUN DATE 20/03/2025 AND TIME 11:12:53

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

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 :- 12/02/2025 SHIFT :- ALL

RUN DATE 20/03/2025 AND TIME 11:15:59

SRL NO.	DEPARTMENT CODE	DEPARTMENT NAME	TOTAL EMPLOYEE	PRESENT	ON DUTY	ABSENT	LEAVE	WEEKLY
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 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.

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 :- 12/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 11:25:31

SR. PAYROLL CARD EMPLOYEE'S SHIFT START IN EARLY ------EARLY-----NO. NO NO. NAME

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

Page No.: 1

SHIFT WISE REPORT FOR :- 12/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 11:35:59

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

Page No.:

MACHINE RAW PUNCH DATA FOR :- 01/02/2025 TO 28/02/2025 SHIFT :- ALL

RL	PAYROLL	CARD	EMPLOYEE'S	PUNCH - 1		PUNCH -
Ю.	NO	NO.	NAME			
* DA	TE :01/02/2	2025				
1	0001	00000001	MR R.B.SINGH	09:30:00	м	18:00:00
2	0002	00000002	MR RAJ KISHORE YADAV	09:00:00		18:00:00
3	0003	00000003	MR SANJAY SINGH	08:00:00		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	0000007	MR ABDUL SAMAD	09:00:00		18:00:00
8	0008	8000000	MS. SUNITA RAI	09:30:00		18:00:00
9	0009	00000009	MR SHAJI MATHEW	09:30:00		18:00:00
10	0010	00000010	MR UDAY NARAYAN SINGH	09:00:00		18:00:00
11	0011	00000011	MR ANISH ANWAR	09:30:00		18:00:00
12	0012	00000012	MR DILIP KUMAR	09:00:00		18:00:00
13	0014	00000014	MR SAGAR RAI	09:00:00		18:00:00
14	0015	00000015	MR CHANDESWAR RAI	09:30:00		18:00:00
15	0016	00000016	MR NASIR AHMED	09:00:00		18:00:00
16	0017	00000017	MR SUNIL KUMAR	09:00:00		18:00:00
17	0018	00000018	MR DINISH KUMAR AKELA	09:00:00		18:00:00
18	0019	00000019	MR KRISHNA YADAV	09:00:00		18:00:00
19	0020	00000020	MR HARE KRISHNA SINGH	09:00:00		18:00:00
20	0021	00000021	MR DEEPAK JHA	09:00:00		18:00:00
21	0022	00000022	MR DHARAMVIR SINGH	09:00:00		18:00:00
22	0023	00000023	MRS . NEEMA DEVI	09:00:00		18:00:00
23	0024	00000024	MR RAJ NARAYAN	09:00:00		18:00:00
24	0025	00000025	MR DEEPAK KR. KAUSHIK	09:00:00		18:00:00
25	0026	00000026	MR KAMAL DATTA	09:30:00		18:00:00
26	0027	00000027	MR VINAY KUMAR	09:00:00		18:00:00
27	0028	00000028	MR ABDUL RAUF KHAN	09:00:00		18:00:00
28	0029	00000029	MR YOGESH KUMAR	09:00:00		18:00:00

1.8. PUNCH THROUGH MANUAL VOUCHER

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

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

DEMO COMPANY

Page No.: 1

MANUAL RAW PUNCH DATA FOR :- 01/02/2025 TO 28/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 11:58:44

NON BAIL 20,03,2023 AND TIME 11.30.44

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

** DATE :01/02/2025

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

** DATE :02/02/2025

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

1.9 PUNCH THROUGH REASON CARD

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

DEMO,

Page No.: 1

REASON CARD REPORT FOR :- 01/02/2025 TO 28/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 11:46:04

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

** DATE :01/02/2025

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

2	0003	0000003	MR SANJAY SINGH	09:00:00	ON DUTY
3	0005	0000005	MR R. SUSHIL NAIR	09:30:00	ON DUTY
4	0009	0000009	MR SHAJI MATHEW	09:30:00	ON DUTY

1.10 DAILY PERFORMANCE REPORT

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

DEMO COMPANY

Page No.:

DAILY PERFORMANCE FOR :- 01/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 12:15:46

SRL	PAYROLL	CARD	EMPLOYEE'S	CHIEM	START	IN	LUNCH	LUNCH	OUT	HOURS	STATUS	EARLY	SHIFT	SHIFT	EXCESS	ОТ
OVER TIME		MANUAL	EMPHOTEE 5	SHIFT	SIAKI	TI	HONCH	HONCII	001	HOOKS	SIAIOS	EAKHI	SHIFT	SHIFT	EACESS	O1
NO.	NO	NO.	NAME				OUT	IN		WORKED		ARRIVAL	LATE	EARLY	LUNCH	
AMOUNT																
1	0001	0000001	MR R.B.SINGH	G	9.00	09:30:00			18:00:00	8.30	SRT		0.30			
М																
2	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00			18:00:00	9.00	P					
3	0003	0000003	MR SANJAY SINGH	G	9.00	08:00:00			18:00:00	10.00	P	1.00				
1.00	M															
4	0004	00000004	MR SANJAY ARORA	S1	9.30	09:30:00			18:00:00	8.30	P					
5	0005	0000005	MR R. SUSHIL NAIR	S1	9.30	09:30:00			18:00:00	8.30	P					
6	0006	0000006	MR PARMOD KUMAR	G	9.00	09:00:00			18:00:00	9.00	P					
7	0007	0000007	MR ABDUL SAMAD	G	9.00	09:00:00			18:00:00	9.00	P					
8	0008	8000000	MS. SUNITA RAI	S1	9.30	09:30:00			18:00:00	8.30	P					
9	0009	00000009	MR SHAJI MATHEW	S1	9.30	09:30:00			18:00:00	8.30	P					
10	0010	00000010	MR UDAY NARAYAN SINGH	G	9.00	09:00:00			18:00:00	9.00	P					
11	0011	00000011	MR ANISH ANWAR	S1	9.30	09:30:00			18:00:00	8.30	P					
12	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00			18:00:00	9.00	P					

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

1.11. EARLY DEPARTURE

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

DEMO COMPANY

Page No.: 1

EARLY DEPARTURE FOR :- 01/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 12:20:45

SRL PAYROLL CARD EMPLOYEE'S RTC SHIFT END OUT SHIFT STATUS OT OVER MANUAL NO. NO NO. NAME EARLY STAY

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

Page No.: 1

SHIFT CHANGE REPORT FOR :- 01/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 12:28:14

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ACTUAL SHIFT	SHIFT	START	IN	OUT	HOURS WORKED	STATUS	EARLY S	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

Page No.: 1

TIME LOSS REPORT FOR :- 01/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 12:21:47

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 N	MANUAL
1	0001	00000001	MR R.B.SINGH	G	9.00		0 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

Page No.: 1

MISSING PUNCH, INCORRECT SHIFT OR REVERIFICATION REPORT FROM :- 01/02/2025 TO 28/02/2025 RUN DATE 20/03/2025 AND TIME 12:23:20

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	IN	LUNCH OUT	LUNCH IN	OUT	HOURS WORKED	LATE	EARLY	STATUS	OT
** D2	ATE :04/02/20	25											
1 2	0006 0010	00000006 00000010	MR PARMOD KUMAR MR RAJESH KUMAR	N01 N01	09:00:00 22:00:00			18:00:00	9.00		14.00	P MIS	

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 :- 01/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 12:24:50

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	LATE SINCE	No. of Days	LATE	>(0.10)	LATE >(0.30)	>(1.00)	BUS
1	0001	00000001	MR R.B.SINGH	01/02/2025	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							
Page	No.: 1		CONTINUOUS EARLY DEPA			/02/2025 S	HIFT :-	ALL		
SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	EARLY SINCE	No. of Days	EARLY	>(0.10)	EARLY>(0.30)	>(1.00)	
1	0002	00000002	MR RAJ KISHORE YADAV	01/02/2025	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

Page No.: 1

CONTINUOUS ABSENTEEISM REPORT FOR :- 12/02/2025 SHIFT :- ALL

RUN DATE 20/03/2025 AND TIME 12:35:45

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ABSENT SINCE	No. of Days	ABSENTBSENTBUS >(1) >(5) >(10) ROUTE
1	0001	00000001	MR R.B.SINGH	12/02/2025	1	1.00
2	0002	00000002	MR RAJ KISHORE YADAV	12/02/2025	1	1.00
3	0003	0000003	MR SANJAY SINGH	12/02/2025	1	1.00
4	0005	00000005	MR R. SUSHIL NAIR	12/02/2025	1	1.00
5	0006	0000006	MR PARMOD KUMAR	12/02/2025	1	1.00
6	0007	0000007	MR ABDUL SAMAD	12/02/2025	1	1.00
7	0008	8000000	MS. SUNITA RAI	12/02/2025	1	1.00
8	0009	00000009	MR SHAJI MATHEW	12/02/2025	1	1.00
9	0010	0000010	MR UDAY NARAYAN SINGH	12/02/2025	1	1.00
10	0011	00000011	MR ANISH ANWAR	12/02/2025	1	1.00
11	0012	00000012	MR DILIP KUMAR	12/02/2025	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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P	a	ч	$\overline{}$		\cdot	•	•	_	_
		_							

OUT WORK REPORT FOR :- 01/02/2025 SHIFT :- ALL RUN DATE 20/03/2025 AND TIME 12:30:33

SRL PAYROLL CARD EMPLOYEE'S TOTAL I II III IV V V VI VII VII IX X
NO. NO NO. NAME OW

1 0004 00000004 MR SANJAY ARORA 3.00 10.00 12.00

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

Page No.:

OVERTIME SUMMARY FOR :- 01/02/2025 SHIFT :- ALL

RUN DATE 20/03/2025 AND TIME 13:10:31

OTAMOUNT SRL NO DEPARTMENT 5.00 0.00 CUTTING

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.:

OVERTIME REGISTER FOR :- 01/02/2025 SHIFT :- ALL

RUN DATE 20/03/2025 AND TIME 13:19:25

OT OTAMOUNT

PAYROLL CARD EMPLOYEE'S

1 0059 00000059 MR BALI HARI 9.00 0.00

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

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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
1st April 2024 TO 30th April 2024

Page No. 1A_M_ Time of REST PERIOD | Time of | Commencement | -----Completion of Work | From То Of Work From |MON to FRI| FORM NO. 12 | Saturday | (RULE NO.78) | SUNDAY | REGISTER OF ADULT WORKERS AS PER PRESCRIBED UNDER SEC. 62 OF THE ACT |SYSTEM OF | | ROTATION | | SRL | PAYCODE | EMP. | NAME OF ADULT WORKER | FATHER'S NAME INATURE ISECTION |CORRESPONDING|TOTAL|RATE |RATE |TOTAL |AMOUNT|DEDUCTION IF ANY |ACTUAL|TOTAL NO.|DATES ON WHICH COMPENSATORY | REMARKS OF INDICATION OF |TO THAT IN |NO OF|OF |OF |HOURS |DUE |-----|WAGES |OF WEEKLY|HOLIDAY WILL BE GIVEN |SHOWING THAT THE | WORK |FORM 11 |DAYS |BASIC|ALLW |OF ON A/C³ACCOUNT³FINES|PAID |HOLIDAY | | PAYMENT HAVE BEEN MADE |-----|WORKD|WAGES|IF |OT | | OF P-F³OF ADV ³ |TOGETHER WITH THE DATE |LOST BY | |GRP/RLY|SHIFT| | ANY | | | |THE WORKS|

1 0001 	00000001 MR R.B.SINGH 	MR. C.K.SINGH 	STAFF 	PACKING	-	·	26.00	-		·	0.00	l !	 !-
 2 0002 		 MR SIPAHI YADAV 	 WORKER 	FINISHING	I	, G	26.00	ı	ı	0.001	0.00	ı	
3 0003 		 MR HARISH CHANDER SINGH 	 WORKER 	CUTTING	I	' G	26.00	1	·	0.001	0.001	·	
 4 0004 		 MR D.C.ARORA 	 MANAGEMEN 	T MANAGEMENT	!I	' S1	26.00	1	·	0.001	0.00	·	·
 5 0005 		 MR V. RAMAN NAIR 	 STAFF 	ACC. & AI)	S1	'	l	ı	0.001	0.00	ı	•
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9 0009 		 MR V.J.MATHEW 	STAFF 	ACC. & AL			126.00				0.001		

2.1.2. Form 12b (2ND part of the same report) NAME OF FACTORY OR OFFICE.... DEMO COMPANY 1st April 2024 TO 30th April 2024 Time of | | Time of REST PERIOD | Commencement | ------| Completion of Work | From To From Of Work |MON to FRI|

Page No. 1B_M_

FORM NO. 12

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2.1.3 FORM 25

GENERAL SHIFT

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

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ATTENDANCE REGISTER

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SR. NO. 3 TOKEN NO.0003		
R. NO. 4 TOKEN NO.0004		
SR. NO. 5 TOKEN NO.0005		

S/O MR V. RAMAN NAIR P P P P P 26.00 4.00 ESI NO DOB - 12/10/1971	P P 	P 	WO	P 	P 30	P	P 	ΙP	ĮΡ	WO	P	P	P	ĮΡ	ĮΡ	P	WO	P	P	ĮΡ	P	P	P	WO	ı
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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: 01/11/2024 TO 30/11/2024

Page No. 1
RUN DATE 20/03/2025 TIME 13:39:19

23	24	1 25	2 26	3	 ['] 27	28	5 29	6	7 0	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
PAYROLL NO., CARD NO. & NAME 0001 00000001 MR R.B.SINGH WORKED: 234.00							PR	ESENT :	26.00			Н	OLIDAY :	4.00				HOURS						
IN - 9.00 OUT-	9.00 2	9.00	9.00	9.00 9.00				9.00 00 9	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
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WORK 0.00 OT	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
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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

PAGE NO: 1 Absenteeism Register From: 01/01/2025 TO 31/01/2025

	PAGE NO		-								msence	ETSM I	egis ce	E P P OII	u . O I / C)1/2023	, 10	31/01/	2025			
			RUN DA	TE 20/03/202	25	Tiı	me 1	.4:38:20) 													
	PAYCOD		CARD NO. NAME 1st 2nd 3rd 4th 28th 29th 30th 31th	5th 6th TOTAL	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21th	22th	23th	24th
1	0001		00000001 MR R.B.SINGH 1.00 1.00 1.00 1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
	- 0002	1.00	1.00 1.00 1.00 1.00 00000002 MR RAJ KISHORI	27.00			_,,,	_,,,			_,,,	_,,,	_,,,	_,,,	_,,,	_,,,		_,,,	_,,,	_,,,	_,,,	_,,,
			1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	0003	1.00	00000003 MR SANJAY SING 1.00 1.00 1.00 1.00	SH	1 00	1 00	1 00	1 00	1 00	_	1 00	1 00	1 00	1 00	1 00	1 00	_	1 00	1 00	1 00	1 00	1 00
	- 0004	1.00	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 00000004 MR SANJAY AROM	27.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00
		1 00	1.00 1.00 1.00 1.00 1.00 1.00 1.00		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	0005	1.00	00000005 MR R. SUSHIL 1 1.00 1.00 1.00 1.00	MAIR	1 00	1 00	1 00	1 00	1 00	_	1 00	1 00	1 00	1 00	1 00	1 00	_	1 00	1 00	1 00	1 00	1 00
	- 0006	1.00	1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 00000006 MR PARMOD KUMZ	27.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00
		1 00	1.00 1.00 1.00 1.00 1.00 1.00 1.00		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	0007	1.00	00000007 MR ABDUL SAMAI 1.00 1.00 1.00 1.00)	1 00	1 00	1 00	1 00	1 00	_	1 00	1 00	1 00	1 00	1 00	1 00	_	1 00	1 00	1 00	1 00	1 00
	- 0008	1.00	1.00 1.00 1.00 1.00	27.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
		1 00	00000008 MS. SUNITA RAI 1.00 1.00 1.00 1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
1.00	-	1.00	1.00 1.00 1.00 1.00	27.00																		

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.

DEMO COMPANY

PAGE NO: 1 Late Arrival Register From: 01/01/2025 TO 10/01/2025

RUN DATE 20/03/2025 Time 15:07:38

S.NO. PAYCODE CARD NO. NAME

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th TOTAL

1 0001 00000001 MR R.B.SINGH 0.30 - 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.

DEMO COMPANY

14.00

PAGE NO: 1 Early Going Register From: 01/01/2025 TO 10/01/2025

RUN DATE 20/03/2025 Time 13:10:39

- - 14.00 - - - - - -

2.2.5. OVER STAY REPORT

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

DEMO COMPANY

TOTAL

PAGE NO: 1 Overstay Register From: 01/01/2025 TO 10/01/2025

RUN DATE 20/03/2025 Time 15:16:24

S.NO. PAYCODE CARD NO. NAME

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th TOTAL

1 0001 00000001 MR R.B.SINGH

- 2.00 - - - - - - - - 2.00

2 0003 00000003 MR SANJAY SINGH 1.00 - - - 5.00 - - - - - 6.00 3 0009 00000009 MR SHAJI MATHEW - - 2.00 - - - - - - - - 2.00

2.2.6. OVER TIME REPORT

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

DEMO COMPANY

PAGE NO: 1 Overtime Register From: 01/01/2025 TO 10/01/2025

RUN DATE 20/03/2025 Time 12:10:30

S NO DAVCODE CARD NO NAME

S.NO. PAYCODE CARD NO. NAME

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th

1 00	01 00000001	MR R.B.SI	NGH						
	- 1.	00 -		_	-	-	-	_	1.00
2 00	0000003	MR SANJAY	SINGH						
		-	- 5.00	-	-	-	-	-	5.00

2.2.7. SHIFT SCHEDULE

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

> DEMO COMPANY ALL SHIFT EMPLOYEE

MONTHLY SHIFT SCHEDULE FROM: 01/01/2025 TO 10/01/2025

S.NO PAYROLL	EMP. NAME	DESIGNATION	SHIFT TYPE	SHIFT PATTE	WEEKLY OFF RN 1ST 2ND		OFF 1 DAYS	2	3	4	5	6	 7	8	9	10
1 0001	00000001 MR R.B.SINGH	PACKING INC	H F	G	SUN NON	F	1.00 G	N01	E01	OFF	E01	E01	E01	E01	E01	E01
2 0002	00000002 MR RAJ KISHORE YADAV	FINISHING SU	J F	G	SUN NON	F	1.00 G	G	G	OFF	G	G	G	G	G	G
3 0003	00000003 MR SANJAY SINGH	LAYER HELPE	R F	G	SUN NON	F	1.00 G	G	G	OFF	G	G	G	G	G	G
4 0004	00000004 MR SANJAY ARORA	MGR (QC & 1	P F	S1	SUN NON	F	1.00 S1	S1	S1	OFF	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 :- 01/01/2025 TO 31/01/2025

RUN DATE 20/03/2025 AND TIME 12:54 14:56

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PRE.	ABS.	W O	LEAVE	OT	OT A	MOUNT
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	0000005	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 :- 01/01/2025 TO 31/01/2025

RUN DATE 20/03/2025 AND TIME 12:48:42

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

10 S02 STORES 2.00 26.00 4.00

2.3.3. SHIFT WISE PRESENT SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

ATTENDANCE DETAILS SHIFTWISE FROM 01/01/2025 TO 31/01/2025

RUN DATE 20/03/2025 AND TIME 11:21:28

SRL NO E	PAYCODE	CARD NO.	EMPLOYEE NAME	SHIFT	P	PRE. ABS.	WO	LEAVE	OT	OTAMOUNT
1 0	0001	00000001	MR R.B.SINGH	E01 G	24. 1.	00 00				
				N01	1.	00			1.00	
				OFF			4.00			
** SUBTOI	יאד **				26.	00	4.00		1.00	
~~ SUBIUI	AL ~~				20.	00	4.00		1.00	
2 0	0002	00000002	MR RAJ KISHORE YADAV	G	26.	00				
2 0	1002	0000002	MR RAU RISHORE IADAV	OFF	20.	00	4.00			
					0.6	0.0	4 00			
** SUBTOI	'AL **				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 01/01/2025 To 31/01/2025

RUN DATE 20/03/2025 AND TIME 15:22:56

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	0000006	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, 2024

RUN DATE 20/03/2005 AND TIME 12:23:34

					. 	
SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	OT	OTAMOUNT	
Depar	tment CUTT	ING				
1	0003	0000003	MR SANJAY SINGH	5.00	0.00	
Depar	tment PACK	ING				
2	0001	0000001	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 :- 01/01/2025 TO 31/01/2025

RUN DATE 20/03/2025 AND TIME 12:24:19

S.NO.	PAYROLL	CARD	EMPLOYEE'S NAME	LATE	NO OF DAY	OVER STAY
	0001	00000001	MR R.B.SINGH	24.30	26	2.00
2 3	0003 0009	00000003 00000009	MR SANJAY SINGH MR SHAJI MATHEW		2 1	6.00 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 :- 01/01/2025 TO 31/01/2025

RUN DATE 20/03/2025 AND TIME 13:25:08

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	0000001	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	0000003	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, 2024

RUN DATE 20/03/2025 AND TIME 13:26:12

SRL NO	PAYROLL	CARD NO.	EMPLOYEE'S NAME	DAYS	PRE	용	ABS.	용	LEAVE	8	WO	용
1	0001	00000001	MR R.B.SINGH	30.00	 26.00 86	6.67	 0.00	0.00	0.00	0.00	4.00	13.33
2	0002	00000002	MR RAJ KISHORE YADAV	30.00	26.00 86	6.67	0.00	0.00	0.00	0.00	4.00	13.33
3	0003	0000003	MR SANJAY SINGH	30.00	26.00 86	6.67	0.00	0.00	0.00	0.00	4.00	13.33
4	0004	00000004	MR SANJAY ARORA	30.00	26.00 86	6.67	0.00	0.00	0.00	0.00	4.00	13.33
5	0005	00000005	MR R. SUSHIL NAIR	30.00	26.00 86	6.67	0.00	0.00	0.00	0.00	4.00	13.33
6	0006	0000006	MR PARMOD KUMAR	30.00	26.00 86	6.67	0.00	0.00	0.00	0.00	4.00	13.33
7	0007	0000007	MR ABDUL SAMAD	30.00	26.00 86	6.67	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	0000009	MR SHAJI MATHEW	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33
10	0010	0000010	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	0000017	MR SUNIL KUMAR	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33
17	0018	00000018	MR DINISH KUMAR AKELA	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33
18	0019	00000019	MR KRISHNA YADAV	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33
19	0020	00000020	MR HARE KRISHNA SINGH	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33
20	0021	00000021	MR DEEPAK JHA	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33
21	0022	00000022	MR DHARAMVIR SINGH	30.00	26.00	86.	67	0.00	0.00	0.00	0.00	4.00	13.33

2.4.2. DEPARTMENT WISE PERCENTAGE

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

PAGE NO 1

DEMO COMPANY

DEPARTMENT WISE PERCENTAGE ANALYSIS REPORTS FOR THE MONTH OF April, 2024

RUN DATE 20/03/2025 AND TIME 13:26:44

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

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

3. MEMO GENERATIONS

3.1. LATE ARRIVAL MEMO

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

PAGE NO 1

Name : MR R.B.SINGH C. No. : -----F/Name : MR. C.K.SINGH Date : 20/03/2025

Deptt : P02 PACKING

Emp Code: 0000001 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 01/02/2025 (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 : 20/03/2025

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 012/02/2025 (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

DEMO COMPANY

LEAVE CARD FOR THE YEAR 2024

RUN DATE 20/03/2025 AND TIME 13:46:00

Employee's Card No. : 00000001

Employee's PAYROLL Code & Name : 0001 MR R.B.SINGH

Department Code & Name : P02 PACKING

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

4.2. SANCTIONED LEAVE

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

PAGE NO 1

DEMO COMPANY

SANCTIONED LEAVE REPORT FROM 01/01/2024 TO 31/01/2024

RUN DATE 20/03/2025 AND TIME 13:46:43

PAYROLL	EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION DA	TYPE		LEAVE POSTED	FEEDED FROM	I/II HALF
0001	0000001	MR R.B.SINGH	PACKING IN 05/01	/2024 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 2024

RUN DATE 20/03/2025 AND TIME 13:47:51

SRL		EMPLOYEE NAME	<															
NO.	L19 L20		L01	L02	L03	L04	L 05	5 L06	L07	L08	L09	L10 L11	L12	L13	L14	L15	L16	L17
	1 0001 2 0002 3 0003 4 0004	MR R.B.SINGH MR RAJ KISHORE YADAV MR SANJAY SINGH MR SANJAY ARORA	10.00		20.00													
	5 0005 6 0006 7 0007 8 0008	MR R. SUSHIL NAIR MR PARMOD KUMAR MR ABDUL SAMAD 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 2024

RUN DATE 20/03/2025 AND TIME 13:48:27

1 0001 MR R.B.SINGH 1.00

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

4.5 LEAVE BALANCE

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

year. The fields defined are as per the Leave fields defined in the Leave Master. PAGE NO DEMO COMPANY BALANCE LEAVE REPORT FOR THE YEAR 2024 RUN DATE 20/03/2025 AND TIME 13:49:09 PAYROLL EMPLOYEE NAME L10 L11 L01 L02 L06 L17 NO. L19 L20 L18 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

DEMO COMPANY

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

PAGE NO. 1 LEAVE REGISTER FOR THE YEAR OF 2024 Run Date :20/03/2025

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 05/04/2024 0000001 1.00

BALANCE: 19.00

=======

OD - OUT DUTY [P] ACCRUED: 0.00

BALANCE: 0.00

13:49:58

========

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,

2024

YEARLY ATTENDANCE DETAILS EMPLOYEE WISE FOR THE YEAR :-

RUN DATE 20/03/2025 AND TIME 13:58:46

MONTH PAYROLL	CARD	EMPLOYEE'S	PRE.	ABS.	WO		LEAVI	⊆			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 2024 under the Punjab Industrial Establishment (National Festival Casual & Sick Leave) Rules, 1965]

- 1. Date of joining Service 01/01/2020
- 2. Whether covered by the Employee's State Insurance Scheme, Yes/No

•	Casual/S	Sick lea	_	Holida	ys Casua		Whether granted or refused 		Remarks 	;
1	 	2		 !	3			-	J 5	
 	Holiday 	Casual Leave	Sick Leave	From	To 	Number of Leave	 	·- I	CL SL	
 	0 	15.00 	0.00 	 01/04 05/04	•	 3.00CL 1.00CL	 		 12.00 11.00	-

5.3 FORM 14

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

FORM NO. 14 (Rule No.102) S. No. No...... Department : PACKING LEAVE WITH WAGES REGISTERS Name : MR R.B.SINGH Serial No. in the register of Adult/Child Worker: 0001 Guardian Name : MR. C.K.SINGH NAME OF FACTORY: Date of Discharge / / Date and amount of payment made in Date of Entry into service : 12/01/2020 lieu of leave due _____ No of days worked Calender|Wages |Wages | |Total | Leave Credit |Total |Whether| Leave enjoyed |No. of |Balance|Normal|Cash |Rate | ${f CL}$ SL | CO | AB | WO | LWP | SPL | ESI | |Period|earned| during the calender year |of of year lleave |Days lof |equivalent |of |column|Balance |Leave of |during|during| |column|in | From To lleave lof |advantage |wages | service | | the | No. of |No. |No. of |No. of |4,6 | of leave |earned | 9 and |accord-| |wages |accruing |for |to ...|wages |days |during |days of|and 7 |from |credit | |of |days |through | the ance |period|work |leave | |preceding|the year | |concession-|leave | |days|of |with |performed|of |mater-|enjoyed| |mentioned| |nal sales |period| |year |scheme | |in column| |lay |nity | |under | of food |(total| |of |leave | |grains & sec |of

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5.4 FORM 15

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

FORM NO. 15
(Rule No.103)
S. No.

No.....

Name: RENU Department : PACKING LEAVE WITH WAGES REGISTERS Serial No. in the register of Adult/Child Worker: 3004 Guardian Name: RAJESH NAME OF FACTORY: SIS, ALLIANCE SECURITY, Rakshika Enterprises, YTTF Date of Discharge Date and amount of payment made in Date of Entry into service : 01/01/2020 lieu of leave due Calender|Wages |Wages | No of days worked |Total | Leave Credit |Total |Whether| Leave enjoyed |No. of |Balance|Normal|Cash CO | AB | WO | LWP | SPL | ESI | year |Period|earned| during the calender year |of lleave |Days lof

|Rate | CL | |equivalent |of of |during|during| |column|Balance |Leave |column|in | From To of |advantage |wages | |leave service |.....|the No. of |No. |No. of |No. of |4,6 |of leave |earned |9 and |accord-| |wages |accruing 1 to |for |of |days |days of|and 7 |from |during 110 |to ...|wages |days |credit | | through | the lance |preceding|the year |concession-|leave | |period|work |days|of |leave | |with |nal sales |performed|of |mater-|enjoyed| |mentioned| |scheme | |period| |year |in column| |of food |lay |nity |under | |(total| 11 |of |leave | |grains & lof sec [79(8) | other |column| |particulars|15 and| |was |refused| **|16)** | 11 | 12 | 13 | 14 | 19 | 20 15 16 26 25

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Signature of Employee Received Leave Book be alloted to each Worker

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

	Company Code	Company Name	Short Name
	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

Note: Separate page will

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. CA	TEGORY Code (CATEGORY	Name
1 CO	1	STAFF	
2 C0	2	WORKER	
3 C0:	3	MANAGEN	ŒNT

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	< Ov Minimum	er 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

	. – – –											
WEEKLY	OFF	Payroll <2nd Code 1st	Emp. Weekly Off> Code 2nd F/H Sh	Birth	d	NAME Round Rate The Clock	Gua	ardian's Name	Designation Category	Joining Date	Authorised Shift	Shift Type
SUN	1 NON	0001 F	00000001	01/07/1962 Y	М	MR R.B.SINGH	MR	. C.K.SINGH	PACKING INCHARGE STAFF	01/09/1998	E01,N01	F
0.00 SUN	2 NON	0002 F	00000002	01/07/1973 Y	М	MR RAJ KISHORE YADAV Y	MR	SIPAHI YADAV	FINISHING SUPERVISOR WORKER	01/01/1999		F
0.00 SUN	3 NON	0003 F	00000003	05/06/1982 Y	М	MR SANJAY SINGH Y	M R	HARISH CHANDER SINGH	LAYER HELPER WORKER	01/09/1999		F
0.00 SUN		000 4 F	00000004	01/03/1967 Y	M	MR SANJAY ARORA N	M R	D.C.ARORA	MGR (QC & PROD) MANAGEMENT	03/09/2001		F
0.00 SUN	5 NON	0005 F	0000005	12/10/1971 Y	М	MR R. SUSHIL NAIR N	MR	V. RAMAN NAIR	DOC INCHARGE STAFF	22/01/2002		F
0.00 SUN 0.00	6 NON	0006 F	0000006	01/11/1983 Y	М	MR PARMOD KUMAR Y	MR	SALIG RAM	PACKING HELPER WORKER	01/04/2002		F

CITAI		0007	0000007	21/07/1969	M		MR	LATE MD. MEHBOOB	CUTTING MASTER	01/05/2002	F
SUN	NON	r		1		Y			WORKER		
0.00		0008	00000008	28/06/1982	M	MS. SUNITA RAI			ASSTT ACC INCHARGE	24/02/2003	F
SUN	NON	F		Y		N			STAFF		
0.00		0009	00000009	13/01/1973	M		MR	V.J.MATHEW	DOC ASSTT.	05/07/2002	F
SUN	NON	F		Y		N			STAFF		
0.00											

6.7 EMPLOYEE PERSONAL DETAILS

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

PERSONAL INFORMATION OF EMPLOYEES

	-	Blood N A M E n Experience Bus	Guardian's Name	Designation	<address< th=""></address<>
	> Joining Qualificatio Code Code Birth Date	Group Route		Category	Permanent
GALT NO 6. F	0001 00000001 01/07/1962 M KHORA COLONY, 01/09/1998 MATRIC	N/A MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE	VILL &PO-RAM GARHA,
ŕ				STAFF	DISTT SIWAN,
SHANKAR VIHA	AR				BIHAT
GZB , UP					
2 (G6 HARKESH M	· · · · · · · · · · · · · · · · · · ·	N/A MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR	VPO CHAKIA ,

		WORKER	DISTT BHOJ PUR AARA	
ND 20 3 0003 00000003 05/06/1982 M N/A MR S 146 SARAI KALE KHAN , 01/09/1999 MATRIC	SANJAY SINGH MR HARISH CHANDER SINGH		BIHAR VILL DARWA KHUD,	
NIZAMUDDIN, ND		WORKER	PO BARU THAOR KALA,	
		MGR (QC & PROD)	DISTT BASTI, UP SAME AS ABOVE	
NEW DELHI 15		MANAGEMENT		
5 0005 00000005 12/10/1971 M MR F 28/1286, MADAN GIR , 22/01/2002	R. SUSHIL NAIR MR V. RAMAN NAIR	DOC INCHARGE	EDAYAT HOUSE , ERUVA EANT	
ND		STAFF	ERUVA P.O , KAYAM KULLAM,	
	PARMOD KUMAR MR SALIG RAM		ALLEPPAY, KERALA VILL - CHATISAPUR,	z
		WORKER	PO CHANDONI, BHAGWAN PUR.	
BADARPUR, ND-44		DISTT- GAYA , BIHAR.		

6.8 HOLIDAY MASTER

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

Page No. 1

LIST OF HOLIDAY
YEAR :- 2025

S.NO. Date	Holiday	Adj Date	OT Factor
1 26/01/2025	REPUBLIC DAY		1.00
2 15/08/2025	INDEPENDENCE DAY		1.00

6.9 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.	• •	NAME	Date	New Emp.
			01/02/2025	
2	00000006MI	R PARMOD KUMAR	15/02/2025	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

	Reason Code	Reason Description				_			Hours
1	R01	ON DUTY		0.00	Y	Y	Y	Y	Y
2	S01	CASUAL LEAVE	L01	1.00					