

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	00000003	MR SANJAY SINGH	G	9.00	09:00:00		P
4	0004	00000004	MR SANJAY ARORA	S1	9.30	09:30:00		P
5	0005	00000005	MR R. SUSHIL NAIR	S1	9.30	09:30:00		P
6	0006	00000006	MR PARMOD KUMAR	G	9.00	09:00:00		P
7	0007	00000007	MR ABDUL SAMAD	G	9.00	09:00:00		P
8	0008	00000008	MS. SUNITA RAI	S1	9.30	09:30:00		P
9	0009	00000009	MR SHAJI MATHEW	S1	9.30	09:30:00		P
10	0010	00000010	MR UDAY NARAYAN SING	G	9.00	09:00:00		P
11	0011	00000011	MR ANISH ANWAR	S1	9.30	09:30:00		P
12	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		P
13	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		P
14	0015	00000015	MR CHANDESWAR RAI	S1	9.30	09:30:00		P
15	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		P
16	0017	00000017	MR SUNIL KUMAR	G	9.00	09:00:00		P
17	0018	00000018	MR DINISH KUMAR AKEL	G	9.00	09:00:00		P
18	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		P
19	0020	00000020	MR HARE KRISHNA SING	G	9.00	09:00:00		P
20	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		P
21	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		P
22	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		P

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 :- 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 DUTY	REMARK
1	0150	00000150	RAJU	A			
2	0151	00000151	RAJESH	A			
3	0236	00000236	IDSOGIDOG	A			
TOTAL :-				3			

1.3. DAILY DEPARTMENT SUMMARY

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

DEMO

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DEPARTMENT SUMMARY FOR :- 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 OFF
1	D01	ACC. & ADMN.	5.00	4.00			1.00	
2	P01	PERSONNEL	11.00	11.00				
3	F01	FINISHING	34.00	34.00				
4	P02	PACKING	6.00	5.00		1.00		
5	S01	SAMPLING	10.00	10.00				
6	C01	CUTTING	17.00	17.00				
7	T01	THREAD CUTTING	53.00	53.00				
8	M01	MANAGEMENT	2.00	2.00				
9	P03	PRESSING	12.00	11.00				
10	S02	STORES	1.00	1.00				

**** 148.00 1.00 1.00

1.4. LATE ARRIVAL

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

DEMO COMPANY

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LATE ARRIVAL REPORT FOR :- 12/02/2025 SHIFT :- ALL
 RUN DATE 20/03/2025 AND TIME 11:25:16

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

1.5. EARLY ARRIVAL

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

DEMO COMPANY

Page No. : 1

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

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

1.6. SHIFT WISE PRESENCE

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

DEMO COMPANY

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SHIFT WISE REPORT FOR :- 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
** SHIFT E01									
1	0069	00000069	MR MR SONU	E01	8.00	08:00:00		P	
2	0081	00000081	MR SANJEEV	E01	8.00	08:00:00		P	
3	0085	00000085	MR NEERAJ	E01	8.00	08:00:00		P	
** SHIFT G									
4	0001	00000001	MR R.B.SINGH	G	9.00	09:30:00	0.30	P	M
5	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		P	
6	0003	00000003	MR SANJAY SINGH	G	9.00	08:00:00		P	M
7	0006	00000006	MR PARMOD KUMAR	G	9.00	09:00:00		P	
8	0007	00000007	MR ABDUL SAMAD	G	9.00	09:00:00		P	
9	0010	00000010	MR UDAY NARAYAN SING	G	9.00	09:00:00		P	
10	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		P	
11	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		P	
12	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		P	
13	0017	00000017	MR SUNIL KUMAR	G	9.00	09:00:00		P	
14	0018	00000018	MR DINISH KUMAR AKEL	G	9.00	09:00:00		P	
15	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		P	
16	0020	00000020	MR HARE KRISHNA SING	G	9.00	09:00:00		P	
17	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		P	
18	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		P	
19	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		P	
20	0024	00000024	MR RAJ NARAYAN	G	9.00	09:00:00		P	

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

1.7. PUNCH FROM READER

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

DEMO COMPANY

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

RUN DATE 20/03/2025 AND TIME 11:55:30

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	PUNCH - 1	PUNCH - 2
** DATE :01/02/2025					
1	0001	00000001	MR R.B.SINGH	09:30:00	M 18:00:00
2	0002	00000002	MR RAJ KISHORE YADAV	09:00:00	18:00:00
3	0003	00000003	MR SANJAY SINGH	08:00:00	M 18:00:00
4	0004	00000004	MR SANJAY ARORA	09:30:00	18:00:00
5	0005	00000005	MR R. SUSHIL NAIR	09:30:00	18:00:00
6	0006	00000006	MR PARMOD KUMAR	09:00:00	18:00:00
7	0007	00000007	MR ABDUL SAMAD	09:00:00	18:00:00
8	0008	00000008	MS. SUNITA RAI	09:30:00	18:00:00
9	0009	00000009	MR SHAJI MATHEW	09:30:00	18:00:00
10	0010	00000010	MR UDAY NARAYAN SINGH	09:00:00	18:00:00
11	0011	00000011	MR ANISH ANWAR	09:30:00	18:00:00
12	0012	00000012	MR DILIP KUMAR	09:00:00	18:00:00
13	0014	00000014	MR SAGAR RAI	09:00:00	18:00:00
14	0015	00000015	MR CHANDESWAR RAI	09:30:00	18:00:00
15	0016	00000016	MR NASIR AHMED	09:00:00	18:00:00
16	0017	00000017	MR SUNIL KUMAR	09:00:00	18:00:00
17	0018	00000018	MR DINISH KUMAR AKELA	09:00:00	18:00:00
18	0019	00000019	MR KRISHNA YADAV	09:00:00	18:00:00
19	0020	00000020	MR HARE KRISHNA SINGH	09:00:00	18:00:00
20	0021	00000021	MR DEEPAK JHA	09:00:00	18:00:00
21	0022	00000022	MR DHARAMVIR SINGH	09:00:00	18:00:00
22	0023	00000023	MRS . NEEMA DEVI	09:00:00	18:00:00
23	0024	00000024	MR RAJ NARAYAN	09:00:00	18:00:00
24	0025	00000025	MR DEEPAK KR. KAUSHIK	09:00:00	18:00:00
25	0026	00000026	MR KAMAL DATTA	09:30:00	18:00:00
26	0027	00000027	MR VINAY KUMAR	09:00:00	18:00:00
27	0028	00000028	MR ABDUL RAUF KHAN	09:00:00	18:00:00
28	0029	00000029	MR YOGESH KUMAR	09:00:00	18:00:00

1.8. PUNCH THROUGH MANUAL VOUCHER

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

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

DEMO COMPANY

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

SRL PAYROLL CARD EMPLOYEE'S PUNCH - 1 PUNCH - 2
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
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2	0003	00000003	MR SANJAY SINGH	09:00:00	ON DUTY
3	0005	00000005	MR R. SUSHIL NAIR	09:30:00	ON DUTY
4	0009	00000009	MR SHAJI MATHEW	09:30:00	ON DUTY

1.10 DAILY PERFORMANCE REPORT

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

DEMO COMPANY

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

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

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

1.11. EARLY DEPARTURE

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

DEMO COMPANY

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

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

1.12. SHIFT CHANGE STATEMENT

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

DEMO COMPANY

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SHIFT CHANGE REPORT FOR :- 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 ARRIVAL	SHIFT LATE	MANUAL
1	0001	00000001	MR R.B.SINGH	N01	G	20.00	18:00:00	08:00:00	13.00	P	2.00		M

1.13. TIME LOSS REPORT

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

DEMO COMPANY

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TIME LOSS REPORT FOR :- 01/02/2025 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 STAY	MANUAL
1	0001	00000001	MR R.B.SINGH	G	9.00	18.00	SRT		0.30						0.30		M

1.14. MISSING & REVERIFICATION REPORT

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

DEMO COMPANY

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MISSING PUNCH, INCORRECT SHIFT OR REVERIFICATION REPORT FROM :- 01/02/2025 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
** DATE :04/02/2025													
1	0006	00000006	MR PARMOD KUMAR	N01	09:00:00			18:00:00	9.00		14.00	P	
2	0010	00000010	MR RAJESH KUMAR	N01	22:00:00							MIS	

1.15. CONTINUOUS LATE ARRIVAL REPORT

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

DEMO COMPANY

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CONTINUOUS LATE ARRIVAL REPORT FOR :- 01/02/2025 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)	>(0.30)	>(1.00)	BUS ROUTE
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 Permissible Early Departure allowed for the employee from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously going early for any number of days.

DEMO COMPANY

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CONTINUOUS EARLY DEPARTURE REPORT FOR :- 01/02/2025 SHIFT :- ALL
 RUN DATE 20/03/2025 AND TIME 12:25:40

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

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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	ABSENT	-----ABSENT-----	BUS ROUTE
						>(1)	>(5)	>(10)
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	00000003	MR SANJAY SINGH	12/02/2025	1	1.00		
4	0005	00000005	MR R. SUSHIL NAIR	12/02/2025	1	1.00		
5	0006	00000006	MR PARMOD KUMAR	12/02/2025	1	1.00		
6	0007	00000007	MR ABDUL SAMAD	12/02/2025	1	1.00		
7	0008	00000008	MS. SUNITA RAI	12/02/2025	1	1.00		
8	0009	00000009	MR SHAJI MATHEW	12/02/2025	1	1.00		
9	0010	00000010	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

Page No. : 1

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

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

1.19. OVER TIME DEPARTMENT WISE

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

DEMO COMPANY

Page No. : 1

OVERTIME SUMMARY FOR :- 01/02/2025 SHIFT :- ALL
RUN DATE 20/03/2025 AND TIME 13:10:31

SRL NO	DEPARTMENT	OT	OTAMOUNT
1	CUTTING	5.00	0.00

1.20. OVER TIME EMPLOYEE WISE

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

DEMO,

Page No. : 1

OVERTIME REGISTER FOR :- 01/02/2025 SHIFT :- ALL
RUN DATE 20/03/2025 AND TIME 13:19:25

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

2. MONTHLY REPORTS

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

2.1.2. Form 12b (2ND part of the same report)

NAME OF FACTORY OR OFFICE.... DEMO COMPANY
 1st April 2024 TO 30th April 2024

Page No. 1B_M_

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

2.1.3 FORM 25

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

GENERAL SHIFT

ATTENDANCE REGISTER

FORM NO. 25

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

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

A T T E N D A N C E

S/O MR V. RAMAN NAIR					P	P	P	WO	P	P	P	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO
P	P	P	P	P	26.00	4.00					30.00																
ESI NO.-					DOB - 12/10/1971																						
PF NO. -					DOJ - 22/01/2002																						
Desig. DOC INCHARGE																											
Deptt.ACC. & ADMN.																											
P	P	P	P	P																							
PREPARED BY														CHECKED BY							VERIFIED BY						
TOTALS : 130.0					20.00					150.0																	

2.2 REGISTERS

2.2.1 MONTHLY PERFORMANCE REGISTER

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

DEMO COMPANY

PERFORMANCE REGISTER FROM : 01/11/2024 TO 30/11/2024

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

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

		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																

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

2.2.2. ABSENTEEISM REGISTER

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

2.2.5. OVER STAY REPORT

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

DEMO COMPANY

PAGE NO : 1

Overstay Register From :01/01/2025 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.	PAYCODE	CARD NO.	NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	TOTAL
-------	---------	----------	------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	-------

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

2.2.7. SHIFT SCHEDULE

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

DEMO COMPANY

ALL SHIFT EMPLOYEE

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

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

2.3. SUMMARY REPORTS

2.3.1 EMPLOYEE WISE SUMMARY DETAIL

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

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

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

2.3.2. DEPARTMENT WISE SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

ATTENDANCE DETAILS DEPARTMENT WISE FROM :- 01/01/2025 TO 31/01/2025

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

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

10 S02 STORES

2.00 26.00

4.00

2.3.3. SHIFT WISE PRESENT SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

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

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

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

2.3.4. EARLY DEPARTURE SUMMARY

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

PAGE NO 1

DEMO COMPANY

EARLY DEPARTURE REPORT FROM 01/01/2025 To 31/01/2025

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

SRL PAYROLL CARD NO. EMPLOYEE'S NAME EARLY DEPARTURE No Of Days
NO. NO.

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,2024

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

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	OT	OTAMOUNT
Department CUTTING					
1	0003	00000003	MR SANJAY SINGH	5.00	0.00
Department PACKING					
2	0001	00000001	MR R.B.SINGH	1.00	

2.3.6. LATE AND OVER STAY

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

PAGE NO 1

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
1	0001	00000001	MR R.B.SINGH	24.30	26	2.00
2	0003	00000003	MR SANJAY SINGH		2	6.00
3	0009	00000009	MR SHAJI MATHEW		1	2.00

2.3.7. TIME LOSS

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

PAGE NO 1

DEMO COMPANY

TOTAL LOSS & OVER STAY HOURS FROM :- 01/01/2025 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	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,2024

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

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

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

2.4.2. DEPARTMENT WISE PERCENTAGE

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

PAGE NO 1

DEMO COMPANY

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

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

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

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

3. MEMO GENERATIONS

3.1. LATE ARRIVAL MEMO

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

PAGE NO 1

Name	: MR R.B.SINGH	C. No.	: -----
F/Name	: MR. C.K.SINGH	Date	: 20/03/2025
Deptt	: P02 PACKING		
Emp Code	: 00000001	Paycode:	: 0001

REG:- YOUR LATE ARRIVAL MEMO/NOTICE

We have found from our record of TIME OFFICE that you were 0.30 Hrs. late on the date 01/02/2025 (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
Deptt : C01 CUTTING
Emp Code : 00000003

Date : 20/03/2025
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 1

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

Department Code & Name : P02 PACKING

MR R.B.SINGH

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

4.2. SANCTIONED LEAVE

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

PAGE NO 1

DEMO COMPANY

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

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

PAYROLL	EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION	DATE	LEAVE TYPE	LEAVE AMOUNT	LEAVE POSTED	FEEDED FROM	I/II HALF
0001	00000001	MR R.B.SINGH	PACKING IN	05/01/2024	EL	1.00	N	VOUCHER	

4.4. LEAVE CONSUMED

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

PAGE NO 1

DEMO COMPANY

CONSUMED LEAVES REPORT FOR THE YEAR 2024

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

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

1 0001 MR R.B.SINGH 1.00

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

4.5 LEAVE BALANCE

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

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 2024 Run Date :20/03/2025

13:49:58

0001 00000001 MR R.B.SINGH C/O MR. C.K.SINGH

CL - CASUAL LEAVE	[L]	ACCRUED :	10.00
		BALANCE :	10.00
			=====
EL - EARNED LEAVE	[L]	ACCRUED :	20.00
05/04/2024 0000001			1.00
		BALANCE :	19.00
			=====
OD - OUT DUTY	[P]	ACCRUED :	0.00
		BALANCE :	0.00

5.2

FORM B

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

FORM B

[See Rule 7(2)]

Register of Festival Holidays, Casual & Sick Leave in respect of Shri MR R.B.SINGH for the year 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

Serial No.	Number Of FestivalHolidays Casual/Sick leave due at the begining of the year	Period for which Festival Holidays Casual/sick leave applied for	Whether granted or refused	Remarks
1	2	3	4	5
	Holiday	Casual Sick Leave Leave	From To Number of Leave	CL SL
	0	15.00 0.00		
			01/04 03/04 3.00CL	12.00
			05/04 05/04 1.00CL	11.00

5.3

FORM 14

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

FORM NO. 14
(Rule No.102)

S. No.

No.....

Department : PACKING

MR R.B.SINGH

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

Guardian Name : MR. C.K.SINGH

LEAVE WITH WAGES REGISTERS

Name :

of Discharge / /

NAME OF FACTORY :

Date

and amount of payment made in

Date of Entry into service : 12/01/2020

Date

of leave due _____

lieu

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

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

6.3 CATEGORY MASTER

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

CATEGORY MASTER

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

6.4 SHIFT MASTER

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

SHIFT MASTER

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

6.5 LEAVE MASTER

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

Page No. : 1

LEAVE MASTER

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

6.6 EMPLOYEE DETAILS MASTER

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

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

EMPLOYEE MASTER LISTING

SRL WEEKLY OFF NO. Pattern	Payroll <--2nd Weekly Off--> Code 1st	Emp. Code 2nd F/H	Date of OT Allowed Birth Shift Days	Sex	N A M E Round The Clock	Guardian's Name	Designation Category	Joining Date	Authorised Shift	Shift Type
SUN 0.00	1 NON F	0000001	01/07/1962 Y	M	MR R.B.SINGH Y	MR. C.K.SINGH	PACKING INCHARGE STAFF	01/09/1998	E01,N01	F
SUN 0.00	2 NON F	0000002	01/07/1973 Y	M	MR RAJ KISHORE YADAV Y	MR SIPAHI YADAV	FINISHING SUPERVISOR WORKER	01/01/1999		F
SUN 0.00	3 NON F	0000003	05/06/1982 Y	M	MR SANJAY SINGH Y	MR HARISH CHANDER SINGH	LAYER HELPER WORKER	01/09/1999		F
SUN 0.00	4 NON F	0000004	01/03/1967 Y	M	MR SANJAY ARORA N	MR D.C.ARORA	MGR (QC & PROD) MANAGEMENT	03/09/2001		F
SUN 0.00	5 NON F	0000005	12/10/1971 Y	M	MR R. SUSHIL NAIR N	MR V. RAMAN NAIR	DOC INCHARGE STAFF	22/01/2002		F
SUN 0.00	6 NON F	0000006	01/11/1983 Y	M	MR PARMOD KUMAR Y	MR SALIG RAM	PACKING HELPER WORKER	01/04/2002		F

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

6.7 EMPLOYEE PERSONAL DETAILS

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

PERSONAL INFORMATION OF EMPLOYEES

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

ND 20							WORKER	DISTT BHOJ PUR AARA
3 0003	00000003	05/06/1982 M	N/A	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER		BIHAR
146 SARAI KALE KHAN ,	01/09/1999	MATRIC						VILL DARWA KHUD ,
NIZAMUDDIN, ND						WORKER		PO BARU THAOR KALA ,
4 0004	00000004	01/03/1967 M		MR SANJAY ARORA	MR D.C.ARORA	MGR (QC & PROD)		DISTT BASTI, UP
5/40A , MOTI NAGAR,	03/09/2001					MANAGEMENT		SAME AS ABOVE
NEW DELHI 15								
5 0005	00000005	12/10/1971 M		MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE		EDAYAT HOUSE , ERUVA EANT
28/1286, MADAN GIR ,	22/01/2002					STAFF		ERUVA P.O , KAYAM KULLAM,
ND								ALLEPPAY, KERALA
6 0006	00000006	01/11/1983 M		MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER		VILL - CHATISAPUR, Z
22, MANAV KALYAN CAMP,	01/04/2002					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 loses his card due to any reason, a fresh card can be issued to the employee and the data can be accessed with the old card number. On receiving the old card, the new card can be deleted and data will come as per the old card and the employee can punch the new card. The report gives the details of the card replaced.

LIST OF CARD REPLACEMENT

S.NO.	Emp.	N A M E	Date	New Emp.
1	00000001	MR R.B.SINGH	01/02/2025	00002658
2	00000006	MR 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

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