

Daily Attendance Report (Summary Report)

Handwritten: 10/02/24

Feb 10 2025 To Feb 15 2025

Company: Default

Department: Default

Employee Code: 1

Employee Name : Dr. Mousumi Bordoloi ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	09:53		GS	00:00	Present	On Duty
11-Feb-2025			GS	00:00	Present	On Duty
12-Feb-2025			GS	00:00	Present	On Duty
13-Feb-2025			GS	00:00	Present	On Duty
14-Feb-2025	09:32		GS	00:00	Present	On Duty
15-Feb-2025	09:41	17:00	GS	7:19	Present	

Total Duration=7 Hrs 19 Min/ Out of 6Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 2

Employee Name : Dr. Gayotri Changkakoti ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Absent	
11-Feb-2025			NS	00:00	Absent	
12-Feb-2025			NS	00:00	Absent	
13-Feb-2025			NS	00:00	Absent	
14-Feb-2025			NS	00:00	Absent	
15-Feb-2025			NS	00:00	Absent	

Total Duration=0 Hrs 0 Min , PresentDays=0 , Leaves=0 , Holiday=0 , AbsentDays=6 , Weekly Off =0

Employee Code: 3

Employee Name : Dr. Moushumi Choudhury ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Present	On Duty
11-Feb-2025			NS	00:00	Present	On Duty
12-Feb-2025			NS	00:00	Present	On Duty
13-Feb-2025			NS	00:00	Present	On Duty
14-Feb-2025	10:42	15:12	GS	4:30	Present	
15-Feb-2025	10:52	15:19	GS	4:27	Present	

Total Duration=8 Hrs 57 Min/ Out of 12 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 4

Employee Name : Dr. Pallabi Kalita

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Absent	CCL
11-Feb-2025			NS	00:00	Absent	CCL
12-Feb-2025			NS	00:00	Absent	CCL
13-Feb-2025			NS	00:00	Absent	CCL
14-Feb-2025			NS	00:00	Absent	CCL
15-Feb-2025			NS	00:00	Absent	CCL

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Total Duration=0 Hrs 0 Min , PresentDays=0 , Leaves=0 , Holiday=0 , AbsentDays=6 , Weekly Off =0

Employee Code: 5

Employee Name : Dr. Anita Gogoi Buragohain ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	09:49		GS	00:00	Present	No Outpunch(9:49-11:45) (1:56)
11-Feb-2025	09:47		GS	00:00	Present	On Duty(9:47- 12:30) (2:43)
12-Feb-2025	09:52		GS	00:00	Present	No Outpunch(9:52- 12:15)(2:23)
13-Feb-2025	09:43		GS	00:00	Present	No Outpunch(9:43-2:30) (4:47)
14-Feb-2025	09:43	15:03	GS	5:20	Present	Present
15-Feb-2025	09:44		GS	00:00	Present	On Duty (9:44-11:50) (2:06)

Total Duration=14 Hrs 26 Min/ Out of 24 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 6

Employee Name : Dr. Chayamoni Dutta ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	10:36		GS	00:00	Present	No Outpunch(10:36-11:45) (1:09)
11-Feb-2025	10:33		GS	00:00	Present	On Duty(10:33-12:15) (1:42)
12-Feb-2025	10:45		GS	00:00	Present	No Outpunch(10:45- 12:15) (1:30)
13-Feb-2025	10:24		GS	00:00	Present	No Outpunch(10:24-2:30) (4:06)
14-Feb-2025	10:38		GS	00:00	Present	On Duty(10:38-12:30) (1:52)
15-Feb-2025	10:20	15:01	GS	4:41	Present	

Total Duration=11 Hrs 26 Min/ Out of 24 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 7

Employee Name : Krishna Devi Bonia ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Present	On Duty
11-Feb-2025			NS	00:00	Present	On Duty
12-Feb-2025			NS	00:00	Present	On Duty
13-Feb-2025			NS	00:00	Present	On Duty
14-Feb-2025	09:37		GS	00:00	Present	On Duty
15-Feb-2025	10:53		GS	00:00	Present	No Outpunch910:53-12:10) (1:17)

Total Duration=1 Hrs 17 Min/ Out of 6 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 8

Employee Name : Dr. Utpal Goswami ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks

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Dr. Utpal Goswami
24/2/25

Dr. Anita Gogoi Buragohain
24/2/25

Dr. Chayamoni Dutta
24/2/2025

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Company: Default

10-Feb-2025		16:01	GS	00:00	Present	On Duty(1:20-4:04) (2:44)
11-Feb-2025		16:58	GS	00:00	Present	On Duty (1:20-4:58) (3:38)
12-Feb-2025	10:55	15:20	GS	4:25	Present	
13-Feb-2025		16:20	GS	00:00	Present	On Duty(1:20-4:04) (2:44)
14-Feb-2025		16:24	GS	00:00	Present	On Duty(2:50-4:24) (1:34)
15-Feb-2025			GS	00:00	Absent	CL

Total Duration=4 Hrs 25 Min/ Out of 6Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0

Employee 9

Employee Name : Ms. Mridula Deka

Code:

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Present	On Duty
11-Feb-2025			NS	00:00	Present	On Duty
12-Feb-2025			NS	00:00	Present	On Duty
13-Feb-2025			NS	00:00	Present	On Duty
14-Feb-2025	10:07	15:05	GS	4:48	Present	
15-Feb-2025	10:20	15:06	GS	4:46	Present	

Total Duration=9 Hrs 44 Min/ Out of 12 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 10

Employee Name : Ms. Mitali Baruah

Code:

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	10:41		GS	00:00	Present	No Outpunch(10:41-11:40)(59min)
11-Feb-2025	10:43		GS	00:00	Present	No Outpunch
12-Feb-2025	10:56		GS	00:00	Present	No Outpunch
13-Feb-2025	10:56		GS	00:00	Present	On Duty
14-Feb-2025	10:38	15:05	GS	4:27	Present	
15-Feb-2025	10:33	15:06	GS	4:33	Present	

Total Duration=9 Hrs 59 Min/ Out of 30 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee 11

Employee Name : Ms. Snehanjari Majumdar

Code:

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	10:23		GS	00:00	Present	No Outpunch(10:30-11:40)(1:10)
11-Feb-2025	10:46		GS	00:00	Present	No Outpunch(10:46-12:30)(1:44)
12-Feb-2025	10:18		GS	00:00	Present	No Outpunch(10:18-12:15)(1:57)
13-Feb-2025	10:22		GS	00:00	Present	No Outpunch(10:22-12:00)(1:38)
14-Feb-2025	09:58	15:12	GS	5:14	Present	
15-Feb-2025	10:05	15:03	GS	00:00	Present	No Outpunch(4:58)

Total Duration=11 Hrs 127 Min/ Out of 30 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

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Mridula 24/02/25
M. Baruah 24/02/25

Ullas 10/02/24

Daily Attendance Report (Summary Report)

Feb 10 2025 To Feb 15 2025

Company: Default

Employee Code: 12 Employee Name : Ms. Manashi Sharma ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	10:11		GS	00:00	Present	No Outpunch(10:11-11:50) (1:40)
11-Feb-2025	10:30		GS	00:00	Present	No Outpunch(10:30-12:00) (1:30)
12-Feb-2025	10:30		GS	00:00	Present	No Outpunch(10:30-12:13) (1:43)
13-Feb-2025	10:08		GS	00:00	Present	No Outpunch(10:08-12:00) (1:52)
14-Feb-2025	10:27	15:14	GS	4:47	Present	
15-Feb-2025			GS	00:00	Absent	CL

Total Duration=11 Hrs 32 Min/ Out of 30 Hrs , PresentDays=5 , Leaves=0 , Holiday=0 , AbsentDays=1 , Weekly Off =0

Employee Code: 33 Employee Name : Simpy Baruah ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025	10:15		GS	00:00	Present	No Outpunch(10:15-11:40) (1:25)
11-Feb-2025	10:43		GS	00:00	Present	No Outpunch (10:43-12:45) (1:58)
12-Feb-2025	10:13	15:10	GS	4:57	Present	
13-Feb-2025	10:14		GS	00:00	Present	No Outpunch (10:14-12:00) (1:46)
14-Feb-2025	10:31	15:05	GS	4:34	Present	
15-Feb-2025	10:05	15:07	GS	5:02	Present	

Total Duration=19 Hrs 42 Min/ Out of 30 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 29 Employee Name : Karabi Bhattachrya ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Present	On Duty
11-Feb-2025			NS	00:00	Present	On Duty
12-Feb-2025			NS	00:00	Present	On Duty
13-Feb-2025			NS	00:00	Present	On Duty
14-Feb-2025	10:47	15:05	GS	4:18	Present	
15-Feb-2025	10:10	17:00	GS	6:50	Present	

Total Duration=11 Hrs 8 Min/ Out of 12 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 13 Employee Name : Mr. Champak Thakuria ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
10-Feb-2025			NS	00:00	Present	On Duty
11-Feb-2025			NS	00:00	Present	On Duty
12-Feb-2025			NS	00:00	Present	On Duty

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Ullas 24.2.25

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Ullah
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Feb 10 2025 To Feb 15 2025

Company:		Default					
11-Feb-2025				NS	00:00	Present	On Duty
12-Feb-2025				NS	00:00	Present	On Duty
13-Feb-2025				NS	00:00	Present	On Duty
14-Feb-2025	10:51	15:54		GS	5:03	Present	
15-Feb-2025	10:32	15:06		GS	4:34	Present	

Total Duration=9 Hrs 37 Min/ Out of 12 Hrs , PresentDays=6 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

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