

Daily Attendance Report (Summary Report)

Ullas
03/05/23

Company: Office

Printed On : May 03

Department: Office Staff

Employee 14 Employee Name Kashmiri Gohain ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-------------|--------------|
| 01-Apr-2023 | | | FS | 00:00 | | 1st Saturday |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:48 | 17:00 | FS | 7:12 | Present | |
| 04-Apr-2023 | 10:16 | 17:05 | FS | 6:49 | Present | Late Entry ✓ |
| 05-Apr-2023 | 09:48 | 17:01 | FS | 00:04 | Present | |
| 06-Apr-2023 | 09:55 | 16:25 | FS | 6:30 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:49 | 17:00 | FS | 7:11 | Present | |
| 11-Apr-2023 | 09:53 | | FS | 7:12 | Present | |
| 12-Apr-2023 | 09:49 | 16:32 | FS | 00:33 | Present | |
| 13-Apr-2023 | 10:00 | | FS | 7:04 | Present (No | On Duty |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 18-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 19-Apr-2023 | | | FS | 00:00 | | On Duty |
| 20-Apr-2023 | | | FS | 00:00 | Absent | RH |
| 21-Apr-2023 | 09:43 | | FS | 7:22 | Present (No | On Duty |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 09:52 | 15:34 | FS | 5:42 | Present | |
| 25-Apr-2023 | 09:56 | | FS | 7:09 | Present | |
| 26-Apr-2023 | 10:00 | | FS | 6:57 | Present | |
| 27-Apr-2023 | 09:50 | | FS | 7:15 | Present | |
| 28-Apr-2023 | 09:26 | | FS | 7:36 | Present | |
| 29-Apr-2023 | 09:42 | | FS | 7:23 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 1 CL: 2 RH: 1 ✓

Employee 15 Employee Name Praonsa Borah ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|------------|
| 01-Apr-2023 | | | FS | 00:00 | Absent | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 10:26 | 16:31 | FS | 6:05 | Present | Late Entry |

Generated By: essl

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Daily Attendance Report (Summary Report)

03/05/23



Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|---------------|--------------|
| 04-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 05-Apr-2023 | 10:26 | 17:01 | FS | 6:35 | Present | Late Entry ✓ |
| 06-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | 15:34 | FS | 1:31 | Present (No | |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 10:36 | 17:01 | FS | 6:25 | Absent(Due to | Late Entry ✓ |
| 11-Apr-2023 | 10:45 | 16:10 | FS | 5:25 | Present | Late Entry ✓ |
| 12-Apr-2023 | 10:49 | 16:34 | FS | 5:45 | Present | Late Entry ✓ |
| 13-Apr-2023 | 10:57 | | FS | 6:08 | Absent(Due to | Late Entry ✓ |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | | 15:06 | FS | 1:59 | Present | Late Entry ✓ |
| 18-Apr-2023 | | 15:24 | FS | 1:41 | Present | Late Entry ✓ |
| 19-Apr-2023 | | | FS | 00:00 | | On Duty |
| 20-Apr-2023 | 10:35 | 15:26 | FS | 4:51 | Present | Late Entry ✓ |
| 21-Apr-2023 | 10:57 | | FS | 6:08 | Present | Late Entry ✓ |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 10:10 | 15:30 | FS | 5:20 | Present | Late Entry ✓ |
| 25-Apr-2023 | 15:12 | | FS | 1:53 | Present | Late Entry ✓ |
| 26-Apr-2023 | 10:51 | 16:07 | FS | 5:16 | Present | Late Entry ✓ |
| 27-Apr-2023 | 10:40 | 16:10 | FS | 5:30 | Present | Late Entry ✓ |
| 28-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 29-Apr-2023 | 10:53 | 15:01 | FS | 4:08 | Present | Late Entry ✓ |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 15, CL: 8, RH: 0

Employee 16 Employee Name / Dhritiman Nath / ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|---------|
| 01-Apr-2023 | 09:50 | 17:02 | FS | 7:12 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 10:00 | 17:06 | FS | 6:59 | Present | |
| 04-Apr-2023 | 09:49 | 17:05 | FS | 7:02 | Present | |
| 05-Apr-2023 | 10:00 | 17:01 | FS | 6:59 | Present | |
| 06-Apr-2023 | 10:00 | 17:03 | FS | 7:01 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | 9:55 | 17:00 | FS | 00:00 | Present | |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:49 | 17:08 | FS | 7:14 | Present | |
| 11-Apr-2023 | 9:55 | | FS | 00:00 | Present | On Duty |

Daily Attendance Report (Summary Report)

Ullu
03/05/23

Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|---------|
| 12-Apr-2023 | 09:53 | 17:00 | FS | 7:07 | Present | |
| 13-Apr-2023 | 09:53 | 16:53 | FS | 7:00 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 09:59 | 17:03 | FS | 00:02 | Present | |
| 18-Apr-2023 | 09:57 | 17:03 | FS | 7:06 | Present | |
| 19-Apr-2023 | | 16:51 | FS | 00:14 | Present | |
| 20-Apr-2023 | 09:59 | 17:08 | FS | 7:09 | Present | |
| 21-Apr-2023 | | | FS | 00:00 | Present | On Duty |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 09:55 | 17:02 | FS | 7:07 | Present | |
| 25-Apr-2023 | 09:55 | 16:49 | FS | 6:54 | Present | |
| 26-Apr-2023 | 09:58 | 16:59 | FS | 7:01 | Present | |
| 27-Apr-2023 | 09:59 | 17:02 | FS | 7:03 | Present | |
| 28-Apr-2023 | 10:41 | 17:01 | FS | 6:20 | Present | On Duty |
| 29-Apr-2023 | 10:00 | 17:04 | FS | 7:03 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 0, RH: 0 ✓

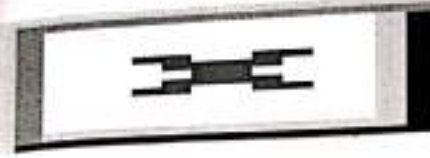
Employee 17

Employee Name Nikhil Chutia ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|---------|
| 01-Apr-2023 | 09:48 | 17:03 | FS | 7:15 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:48 | 17:06 | FS | 7:18 | Present | |
| 04-Apr-2023 | 09:40 | 17:05 | FS | 7:25 | Present | |
| 05-Apr-2023 | 10:00 | 17:01 | FS | 7:00 | Present | |
| 06-Apr-2023 | 09:57 | 17:03 | FS | 7:06 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | 10:00 | 17:05 | FS | 00:00 | Present | |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:31 | 17:08 | FS | 7:37 | Present | |
| 11-Apr-2023 | 09:53 | | FS | 7:12 | Present | On Duty |
| 12-Apr-2023 | 09:51 | 17:03 | FS | 7:12 | Present | |
| 13-Apr-2023 | 10:29 | 16:53 | FS | 6:24 | Present | On Duty |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 10:00 | 17:03 | FS | 6:44 | Present | |
| 18-Apr-2023 | 10:00 | 17:03 | FS | 7:03 | Present | |
| 19-Apr-2023 | 09:51 | 16:51 | FS | 6:44 | Present | |

Daily Attendance Report (Summary Report)

Ullas
03/05/23



Printed On : May 03

Company: Office

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|---------|
| 20-Apr-2023 | 09:56 | 17:11 | FS | 7:15 | Present | |
| 21-Apr-2023 | | | FS | 00:00 | Present | On Duty |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 09:50 | 17:01 | FS | 7:11 | Present | |
| 25-Apr-2023 | 09:58 | 16:48 | FS | 6:50 | Present | |
| 26-Apr-2023 | 10:00 | 16:59 | FS | 6:57 | Present | |
| 27-Apr-2023 | 10:01 | 17:02 | FS | 7:01 | Present | |
| 28-Apr-2023 | 10:03 | 17:01 | FS | 6:58 | Present | |
| 29-Apr-2023 | 10:01 | 17:06 | FS | 7:05 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 0, RH: 0 ✓

Employee 18

Employee Name Jyotshna Kalita ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-------------|--------------|
| 01-Apr-2023 | 09:46 | | FS | 7:19 | Present (No | On Duty |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:50 | 17:00 | FS | 7:10 | Present | |
| 04-Apr-2023 | 09:59 | 17:01 | FS | 7:02 | Present | |
| 05-Apr-2023 | 10:00 | 17:00 | FS | 6:55 | Present | |
| 06-Apr-2023 | 09:42 | 17:00 | FS | 7:18 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | 09:50 | 15:38 | FS | 5:48 | Present | |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:52 | 17:00 | FS | 7:08 | Present | |
| 11-Apr-2023 | 09:45 | 16:10 | FS | 6:25 | Present | |
| 12-Apr-2023 | 09:54 | 16:34 | FS | 6:40 | Present | |
| 13-Apr-2023 | 09:49 | | FS | 7:16 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 09:48 | 15:02 | FS | 5:14 | Present | |
| 18-Apr-2023 | 10:10 | 15:01 | FS | 4:51 | Present | Late Entry ✓ |
| 19-Apr-2023 | 09:51 | 15:01 | FS | 5:10 | Present | |
| 20-Apr-2023 | 09:51 | 15:06 | FS | 5:15 | Present | |
| 21-Apr-2023 | 10:11 | | FS | 6:54 | Present | Late Entry ✓ |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 09:49 | 15:30 | FS | 5:41 | Present | |
| 25-Apr-2023 | 09:47 | 15:12 | FS | 5:25 | Present | |
| 26-Apr-2023 | 09:51 | 15:30 | FS | 5:39 | Present | |
| 27-Apr-2023 | 09:45 | 16:08 | FS | 6:23 | Present | |

Daily Attendance Report (Summary Report)

Ullas
05/04/23

Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|--|
| 28-Apr-2023 | 09:50 | 15:16 | FS | 5:26 | Present | |
| 29-Apr-2023 | 09:31 | 15:01 | FS | 5:30 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 2, CL: 0, RH: 0 ✓

Employee 19 Employee Name Deepshikha Sharma ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|--------------|
| 01-Apr-2023 | | | FS | 00:00 | | 1st Saturday |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 10:04 | 17:00 | FS | 6:56 | Present | Late Entry ✓ |
| 04-Apr-2023 | 10:10 | 17:00 | FS | 6:50 | Present | Late Entry ✓ |
| 05-Apr-2023 | 10:11 | 17:02 | FS | 6:51 | Present | Late Entry ✓ |
| 06-Apr-2023 | 10:27 | 15:11 | FS | 4:44 | Present | Late Entry ✓ |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 10:07 | 17:00 | FS | 6:53 | Present | Late Entry ✓ |
| 11-Apr-2023 | 10:05 | 16:15 | FS | 6:10 | Present | Late Entry ✓ |
| 12-Apr-2023 | 10:07 | 16:33 | FS | 6:26 | Present | Late Entry ✓ |
| 13-Apr-2023 | 10:46 | | FS | 6:19 | Present | Late Entry ✓ |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 10:04 | 15:00 | FS | 4:56 | Present | Late Entry ✓ |
| 18-Apr-2023 | 10:25 | 15:00 | FS | 4:35 | Present | Late Entry ✓ |
| 19-Apr-2023 | 10:57 | 15:01 | FS | 4:04 | Present | Late Entry ✓ |
| 20-Apr-2023 | 10:39 | 15:07 | FS | 4:28 | Present | Late Entry ✓ |
| 21-Apr-2023 | 10:04 | | FS | 7:01 | Present | Late Entry ✓ |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 25-Apr-2023 | 10:11 | 15:04 | FS | 4:53 | Present | Late Entry ✓ |
| 26-Apr-2023 | 10:16 | 15:34 | FS | 5:18 | Present | Late Entry ✓ |
| 27-Apr-2023 | 10:15 | 15:08 | FS | 4:53 | Present | Late Entry ✓ |
| 28-Apr-2023 | 10:12 | 15:04 | FS | 4:52 | Present | Late Entry ✓ |
| 29-Apr-2023 | 10:33 | 15:00 | FS | 4:27 | Present | Late Entry ✓ |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 18, CL: 7, RH: 0

Employee 20 Employee Name Amrita Boro ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|------|--------|---------|-------|----------------|--------|---------|
| | | | | | | |

Daily Attendance Report (Summary Report)

05/04/23

Company: Office

Printed On : May 03

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|--------------|
| 01-Apr-2023 | 09:47 | | FS | 7:18 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:42 | | FS | 7:23 | Present | |
| 04-Apr-2023 | 10:16 | | FS | 6:49 | Present | |
| 05-Apr-2023 | 10:11 | | FS | 6:54 | Present | |
| 06-Apr-2023 | 10:01 | | FS | 7:04 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | |
| 09-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 10-Apr-2023 | 10:25 | | FS | 6:40 | Present | |
| 11-Apr-2023 | 10:14 | | FS | 6:51 | Present | |
| 12-Apr-2023 | 10:38 | | FS | 6:27 | Present | |
| 13-Apr-2023 | 11:12 | | FS | 5:53 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 11:00 | | FS | 6:05 | Present | |
| 18-Apr-2023 | 10:57 | | FS | 6:08 | Present | |
| 19-Apr-2023 | 09:52 | | FS | 7:13 | Present | |
| 20-Apr-2023 | 09:37 | | FS | 7:28 | Present | |
| 21-Apr-2023 | 09:43 | | FS | 7:22 | Present | |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 10:07 | | FS | 6:58 | Present | |
| 25-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 26-Apr-2023 | 10:02 | | FS | 7:03 | Present | |
| 27-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 28-Apr-2023 | 10:09 | | FS | 6:56 | Present | |
| 29-Apr-2023 | 10:23 | | FS | 6:42 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 2, RH: 0

Employee 21

Employee Name Garga Ram Kalita

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|---------|
| 01-Apr-2023 | 09:31 | 17:02 | FS | 7:31 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:30 | 17:02 | FS | 7:32 | Present | |
| 04-Apr-2023 | 09:31 | 17:02 | FS | 7:31 | Present | |
| 05-Apr-2023 | 09:32 | | FS | 7:33 | Present | |
| 06-Apr-2023 | 09:30 | 17:00 | FS | 7:30 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | 09:33 | 17:02 | FS | 7:29 | Present | |

Generated By:essl

Daily Attendance Report (Summary Report)

Ullah
05/04/23

Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|--|
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:31 | 17:02 | FS | 7:31 | Present | |
| 11-Apr-2023 | 09:31 | 16:45 | FS | 7:14 | Present | |
| 12-Apr-2023 | 09:32 | 17:03 | FS | 7:31 | Present | |
| 13-Apr-2023 | 09:34 | 16:53 | FS | 7:19 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 09:31 | 17:01 | FS | 7:30 | Present | |
| 18-Apr-2023 | 09:33 | 17:03 | FS | 7:30 | Present | |
| 19-Apr-2023 | 09:31 | 15:29 | FS | 5:58 | Present | |
| 20-Apr-2023 | 09:30 | 17:02 | FS | 7:32 | Present | |
| 21-Apr-2023 | 09:31 | 14:10 | FS | 4:39 | Present | |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 09:34 | 15:11 | FS | 5:37 | Present | |
| 25-Apr-2023 | 09:31 | 16:49 | FS | 7:18 | Present | |
| 26-Apr-2023 | 09:31 | 17:01 | FS | 7:30 | Present | |
| 27-Apr-2023 | 10:23 | 15:27 | FS | 5:04 | Present | |
| 28-Apr-2023 | 09:31 | | FS | 7:34 | Present | |
| 29-Apr-2023 | 09:31 | 17:03 | FS | 7:32 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 0, RH: 0

Employee 23

Employee Name: Dharani Rajbongshi

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|--------------|
| 01-Apr-2023 | 09:30 | 15:35 | FS | 6:05 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:30 | 17:00 | FS | 7:30 | Present | |
| 04-Apr-2023 | 09:30 | 17:01 | FS | 7:31 | Present | |
| 05-Apr-2023 | 09:31 | 17:01 | FS | 7:30 | Present | |
| 06-Apr-2023 | 09:30 | 16:14 | FS | 6:44 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:30 | 17:00 | FS | 7:30 | Present | |
| 11-Apr-2023 | 09:32 | 16:26 | FS | 6:54 | Present | |
| 12-Apr-2023 | 09:33 | 16:34 | FS | 7:01 | Present | |
| 13-Apr-2023 | 09:33 | 16:53 | FS | 7:20 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Generated By: essl

Daily Attendance Report (Summary Report)

03/05/23

Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|----|
| 17-Apr-2023 | 09:31 | 15:59 | FS | 6:28 | Present | |
| 18-Apr-2023 | 09:35 | 15:10 | FS | 5:35 | Present | |
| 19-Apr-2023 | 09:32 | | FS | 7:33 | Present | |
| 20-Apr-2023 | 09:31 | 17:03 | FS | 7:32 | Present | |
| 21-Apr-2023 | 09:36 | | FS | 7:29 | Present | |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 25-Apr-2023 | 09:30 | 16:49 | FS | 7:19 | Present | |
| 26-Apr-2023 | 09:34 | 16:58 | FS | 7:24 | Present | |
| 27-Apr-2023 | 09:32 | 17:02 | FS | 7:30 | Present | |
| 28-Apr-2023 | 09:34 | 17:01 | FS | 7:27 | Present | |
| 29-Apr-2023 | 09:31 | 14:59 | FS | 5:28 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 1, RH: 0

Employee 24

Employee Name Girish Boro

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|------------|
| 01-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:51 | 17:00 | FS | 7:09 | Present | |
| 04-Apr-2023 | 09:40 | 17:01 | FS | 7:21 | Present | |
| 05-Apr-2023 | 09:35 | 17:00 | FS | 7:25 | Present | |
| 06-Apr-2023 | 09:50 | 17:02 | FS | 7:12 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | 09:48 | 17:01 | FS | 7:13 | Present | |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:49 | 17:00 | FS | 7:11 | Present | |
| 11-Apr-2023 | 09:50 | 16:24 | FS | 6:34 | Present | |
| 12-Apr-2023 | 09:50 | 17:02 | FS | 7:12 | Present | |
| 13-Apr-2023 | 09:55 | | FS | 7:10 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 09:55 | 15:00 | FS | 5:05 | Present | |
| 18-Apr-2023 | 09:48 | 15:01 | FS | 5:13 | Present | |
| 19-Apr-2023 | 09:44 | 15:02 | FS | 5:18 | Present | |
| 20-Apr-2023 | 10:05 | 15:05 | FS | 5:00 | Present | Late Entry |
| 21-Apr-2023 | | | FS | 00:00 | Absent | RH |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 10:00 | 15:03 | FS | 5:03 | Present | |

Generated By: essl

Daily Attendance Report (Summary Report)

03/05/23

Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|---------|
| 25-Apr-2023 | 09:38 | 15:16 | FS | 5:38 | Present | |
| 26-Apr-2023 | 09:43 | 15:51 | FS | 6:08 | Present | |
| 27-Apr-2023 | 10:05 | 16:46 | FS | 6:41 | Present | |
| 28-Apr-2023 | | | FS | 00:00 | Absent | On Duty |
| 29-Apr-2023 | 09:50 | 15:04 | FS | 5:14 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 1, CL: 1, RH: 1 ✓

Employee 25

Employee Name / Hari Chandra Kalita ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-------------|---------|
| 01-Apr-2023 | 09:30 | 17:03 | FS | 7:33 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:30 | 17:01 | FS | 7:31 | Present | |
| 04-Apr-2023 | 09:37 | | FS | 7:28 | Present (No | |
| 05-Apr-2023 | | | FS | 00:00 | Absent | |
| 06-Apr-2023 | 17:00 | | FS | 00:05 | Present (No | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | 09:33 | 16:59 | FS | 7:26 | Present | |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:30 | 17:01 | FS | 7:31 | Present | |
| 11-Apr-2023 | 09:32 | | FS | 7:33 | Present (No | |
| 12-Apr-2023 | | | FS | 00:00 | Absent | |
| 13-Apr-2023 | | | FS | 00:00 | Absent | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 09:31 | 17:01 | FS | 7:30 | Present | |
| 18-Apr-2023 | 09:35 | | FS | 7:30 | Present (No | |
| 19-Apr-2023 | | | FS | 00:00 | Absent | |
| 20-Apr-2023 | 17:03 | | FS | 00:02 | Present (No | |
| 21-Apr-2023 | 09:36 | | FS | 7:29 | Present (No | |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | | | FS | 00:00 | Absent | |
| 25-Apr-2023 | 16:49 | | FS | 00:16 | Present (No | |
| 26-Apr-2023 | 09:34 | 16:58 | FS | 7:24 | Present | |
| 27-Apr-2023 | 09:33 | 17:03 | FS | 7:30 | Present | |
| 28-Apr-2023 | 09:31 | 17:01 | FS | 7:30 | Present | |
| 29-Apr-2023 | 09:30 | 17:04 | FS | 7:34 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 0, RH: 0 ✓

Daily Attendance Report (Summary Report)

Ullas
03/05/23



Company: Office

Printed On : May 03

Employee 26 Employee Name / Paresh Kalita ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|--------------|
| 01-Apr-2023 | 09:52 | 15:34 | FS | 5:42 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | 09:30 | 17:00 | FS | 7:30 | Present | |
| 04-Apr-2023 | 09:37 | 16:37 | FS | 7:00 | Present | |
| 05-Apr-2023 | 10:05 | 17:02 | FS | 6:57 | Present | |
| 06-Apr-2023 | 09:31 | 16:14 | FS | 6:43 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:42 | 17:01 | FS | 7:19 | Present | |
| 11-Apr-2023 | 09:45 | 16:26 | FS | 6:41 | Present | |
| 12-Apr-2023 | 09:33 | 17:03 | FS | 7:30 | Present | |
| 13-Apr-2023 | 09:34 | | FS | 7:31 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 09:51 | 15:00 | FS | 5:09 | Present | |
| 18-Apr-2023 | 09:36 | 15:10 | FS | 5:34 | Present | |
| 19-Apr-2023 | 09:43 | | FS | 7:22 | Present | |
| 20-Apr-2023 | 09:31 | | FS | 7:34 | Present | |
| 21-Apr-2023 | | | FS | 00:00 | Absent | RH |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 09:34 | 17:02 | FS | 7:28 | Present | |
| 25-Apr-2023 | 09:30 | 15:12 | FS | 5:42 | Present | |
| 26-Apr-2023 | 09:33 | 15:56 | FS | 6:23 | Present | |
| 27-Apr-2023 | 10:00 | 16:10 | FS | 6:09 | Present | |
| 28-Apr-2023 | 09:59 | 15:34 | FS | 5:35 | Present | |
| 29-Apr-2023 | 09:34 | 15:01 | FS | 5:27 | Present | |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 0, RH: 1 ✓

Employee 27 Employee Name / Manabendra Kalita ✓

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|---------|
| 01-Apr-2023 | 10:20 | | FS | 6:45 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | | | FS | 00:00 | Absent | |
| 04-Apr-2023 | 10:21 | 15:52 | FS | 5:31 | Present | |
| 05-Apr-2023 | 10:07 | 16:01 | FS | 5:54 | Present | |

Daily Attendance Report (Summary Report)

03/05/23



Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-----------|--------------|
| 06-Apr-2023 | 10:31 | | FS | 6:34 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 09:44 | | FS | 7:21 | Present | |
| 11-Apr-2023 | 10:11 | | FS | 6:54 | Present | |
| 12-Apr-2023 | 10:08 | | FS | 6:57 | Present | |
| 13-Apr-2023 | 09:58 | | FS | 7:07 | Present | |
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 10:07 | | FS | 6:58 | Present | |
| 18-Apr-2023 | | | FS | 00:00 | Absent | |
| 19-Apr-2023 | 10:55 | | FS | 6:10 | Present | |
| 20-Apr-2023 | | | FS | 00:00 | Absent | |
| 21-Apr-2023 | | | FS | 00:00 | Absent | RH |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | | | FS | 00:00 | Absent | |
| 25-Apr-2023 | | | FS | 00:00 | Absent | |
| 26-Apr-2023 | 10:59 | 15:51 | FS | 4:52 | Present | |
| 27-Apr-2023 | | | FS | 00:00 | Absent | |
| 28-Apr-2023 | 15:33 | | FS | 1:32 | Present | |
| 29-Apr-2023 | | | FS | 00:00 | | On Duty |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 0, CL: 0, RH: 1

Employee 28

Employee Name Krishna Deka

| Date | InTime | OutTime | Shift | Total Duration | Status | Remarks |
|-------------|--------|---------|-------|----------------|-----------|--------------|
| 01-Apr-2023 | 09:53 | 15:40 | FS | 5:47 | Present | |
| 02-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 03-Apr-2023 | | | FS | 00:00 | Absent | CL |
| 04-Apr-2023 | 10:57 | 16:30 | FS | 5:33 | Present | |
| 05-Apr-2023 | 09:54 | 16:15 | FS | 6:21 | Present | |
| 06-Apr-2023 | 10:11 | 16:48 | FS | 6:37 | Present | |
| 07-Apr-2023 | | | FS | 00:00 | Holiday | |
| 08-Apr-2023 | | | FS | 00:00 | | 2nd Saturday |
| 09-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 10-Apr-2023 | 10:03 | 16:24 | FS | 6:21 | Present | |
| 11-Apr-2023 | 10:23 | 15:23 | FS | 5:00 | Present | |
| 12-Apr-2023 | 10:12 | 16:05 | FS | 5:53 | Present | |
| 13-Apr-2023 | 11:04 | | FS | 6:01 | Present | Late Entry |

Generated By: essl

Page No. 11

Daily Attendance Report (Summary Report)

03/05/23



Company: Office

Printed On : May 03

| | | | | | | |
|-------------|-------|-------|----|-------|-------------|--------------|
| 14-Apr-2023 | | | FS | 00:00 | Holiday | |
| 15-Apr-2023 | | | FS | 00:00 | Holiday | |
| 16-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 17-Apr-2023 | 10:25 | 16:07 | FS | 5:42 | Present | |
| 18-Apr-2023 | 10:59 | 15:01 | FS | 4:02 | Present | |
| 19-Apr-2023 | 10:58 | 15:01 | FS | 4:03 | Present | |
| 20-Apr-2023 | 10:58 | 15:00 | FS | 4:02 | Present | |
| 21-Apr-2023 | | | FS | 00:00 | | On Duty |
| 22-Apr-2023 | | | FS | 00:00 | Holiday | |
| 23-Apr-2023 | | | FS | 00:00 | WeeklyOff | |
| 24-Apr-2023 | 10:53 | 15:04 | FS | 4:11 | Present | |
| 25-Apr-2023 | 15:11 | | FS | 1:54 | Present (No | |
| 26-Apr-2023 | 10:54 | 15:30 | FS | 4:36 | Present | |
| 27-Apr-2023 | 10:58 | 15:02 | FS | 4:04 | Present | |
| 28-Apr-2023 | 10:58 | 15:49 | FS | 4:51 | Present | |
| 29-Apr-2023 | 11:02 | 15:00 | FS | 3:58 | Present | Late Entry ✓ |
| 30-Apr-2023 | | | FS | 00:00 | WeeklyOff | |

Late Entry: 2, CL: 1, RH: 0 ✓