

Daily Attendance Report (Summary Report)

Ullas
13/06/23

Department: Office Staff

Employee Code: 14

Employee Name : Kashmiri Gohain

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:44		FS	7:21	Present	
03-May-2023	09:44		FS	7:21	Present	
04-May-2023			FS	00:00	Present	On Duty ✓
05-May-2023			FS	00:00	Holiday	
06-May-2023			FS	00:00	Present	On Duty ✓
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	09:42		FS	7:23	Present	
09-May-2023	09:45		FS	7:20	Present	
10-May-2023	09:48		FS	7:17	Present	
11-May-2023	09:33	15:08	FS	5:35	Present	
12-May-2023	09:52		FS	7:13	Present	
13-May-2023			FS	00:00	Second Saturday	
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023			FS	00:00	Present	On Duty ✓
16-May-2023	09:40		FS	7:25	Present	
17-May-2023	10:00		FS	7:05	Present	
18-May-2023			FS	00:00	Present	On Duty ✓
19-May-2023	10:00	16:17	FS	6:15	Present	
20-May-2023	10:25		FS	6:40	Present	Late Entry ✓
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	10:00		FS	7:01	Present	
23-May-2023	09:40		FS	00:00	Present	
24-May-2023	10:00		FS	00:00	Present	
25-May-2023	10:00		FS	00:00	Present	
26-May-2023	10:29		FS	6:36	Present	Late Entry ✓
27-May-2023			FS	00:00	4th Saturday	
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023			FS	00:00	Absent	CL ✓
30-May-2023	09:51		FS	7:14	Present	
31-May-2023	09:34	16:25	FS	6:51	Present	

PresentDays=22 , Leaves=0 , Holiday=2 , AbsentDays=01 , Weekly Off =6, Late Entry= 2

Employee Code: 15

Employee Name : Praonsa Borah

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	10:47		FS	6:18	Present	Late Entry ✓
03-May-2023	10:47	15:01	FS	4:14	Present	Late Entry ✓
04-May-2023	10:55	15:43	FS	4:48	Present	Late Entry ✓
05-May-2023			FS	00:00	Holiday	
06-May-2023			FS	00:00	Absent	CL
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	10:29	17:47	FS	7:06	Present	Late Entry ✓
09-May-2023	10:17		FS	6:48	Present	Late Entry ✓
10-May-2023	10:22	15:25	FS	5:03	Present	Late Entry ✓

Daily Attendance Report (Summary Report)

Ullas
13/06/23

11-May-2023			FS	00:00	Present	On Duty
12-May-2023	10:27	15:07	FS	4:40	Present	Late Entry ✓
13-May-2023	10:38		FS	6:27	Present	Late Entry ✓
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023	10:11	15:05	FS	4:54	Present	Late Entry ✓
16-May-2023	10:27	15:52	FS	5:25	Present	Late Entry ✓
17-May-2023			FS	00:00	Absent	CL
18-May-2023	10:22	15:33	FS	5:11	Present	Late Entry ✓
19-May-2023	10:33	16:17	FS	5:44	Present	Late Entry ✓
20-May-2023			FS	00:00	Third Saturday	
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	10:26	16:03	FS	5:37	Present	Late Entry ✓
23-May-2023			FS	00:00	Absent	No Punch ✓
24-May-2023	10:28	16:12	FS	5:44	Present	Late Entry ✓
25-May-2023	10:29	16:26	FS	5:57	Present	Late Entry ✓
26-May-2023	10:54	16:03	FS	5:09	Present	Late Entry ✓
27-May-2023	10:37	15:04	FS	4:27	Present	Late Entry ✓
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023	10:30	15:49	FS	5:19	Present	Late Entry ✓
30-May-2023	10:34	15:55	FS	5:21	Present	Late Entry ✓
31-May-2023	10:41		FS	6:24	Present	Late Entry ✓

PresentDays=21 , Leaves=0 , Holiday=2 , AbsentDays=03 , Weekly Off =5, Late Entry= 20

Employee Code: 16 Employee Name : Dhritiman Nath

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:52	16:54	FS	7:02	Present	
03-May-2023	09:59	17:01	FS	7:02	Present	
04-May-2023	09:52		FS	7:02	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023			FS	00:00	First Saturday	✓
07-May-2023			FS	00:00	WeeklyOff	✓
08-May-2023	09:58		FS	7:07	Present	
09-May-2023	10:00	17:02	FS	7:00	Present	
10-May-2023	09:56	16:56	FS	7:00	Present	
11-May-2023	09:58	17:01	FS	7:03	Present	
12-May-2023	09:48	17:05	FS	7:17	Present	
13-May-2023	10:00	17:01	FS	7:01	Present	
14-May-2023			FS	00:00	WeeklyOff	✓
15-May-2023	09:48	16:43	FS	00:22	Present	
16-May-2023	09:56	16:43	FS	6:47	Present	
17-May-2023	10:00	17:01	FS	7:01	Present	
18-May-2023	09:55	17:02	FS	7:07	Present	
19-May-2023	09:58	17:03	FS	7:05	Present	
20-May-2023	09:55	17:02	FS	7:07	Present	
21-May-2023			FS	00:00	WeeklyOff	✓
22-May-2023	09:56	16:55	FS	6:59	Present	
23-May-2023	09:58	17:01	FS	7:03	Present	
24-May-2023	09:58	17:04	FS	7:06	Present	

Daily Attendance Report (Summary Report)

Nikhil
13/06/23

25-May-2023	10:09	16:49	FS	6:40	Present	Late Entry
26-May-2023	10:00	17:02	FS	6:59	Present	
27-May-2023	09:58	16:49	FS	7:01	Present	
28-May-2023			FS	00:00	WeeklyOff	✓
29-May-2023	09:55	16:59	FS	7:04	Present	
30-May-2023	09:57		FS	7:08	Present	
31-May-2023	09:57	17:01	FS	7:04	Present	

PresentDays=23 , Leaves=0 , Holiday=2 , AbsentDays=0 , Weekly Off =5, Late Entry= 1

Employee Code: 17 Employee Name : Nikhil Chutia ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:40	16:54	FS	7:14	Present	
03-May-2023	09:58	17:03	FS	7:05	Present	
04-May-2023	10:00	17:01	FS	7:00	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023	10:00	16:51	FS	6:47	Present	
07-May-2023			FS	00:00	WeeklyOff	✓
08-May-2023	10:00		FS	7:05	Present	On Duty ✓
09-May-2023	10:00	17:02	FS	7:00	Present	
10-May-2023	10:00	16:56	FS	6:54	Present	
11-May-2023			FS	00:00	Present	On Duty ✓
12-May-2023	09:46	17:05	FS	7:19	Present	
13-May-2023			FS	00:00	Second Saturday	
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023	10:12	16:43	FS	6:31	Present	Late Entry ✓
16-May-2023	10:00	17:03	FS	7:02	Present	
17-May-2023	09:56	17:36	FS	7:39	Present	
18-May-2023	09:57	17:03	FS	7:06	Present	
19-May-2023	10:00	17:03	FS	7:02	Present	
20-May-2023	09:56		FS	7:03	Present	
21-May-2023			FS	00:00	WeeklyOff	✓
22-May-2023	09:47	16:55	FS	7:08	Present	
23-May-2023	09:51	17:01	FS	7:10	Present	
24-May-2023	09:58	17:08	FS	7:10	Present	
25-May-2023	09:31		FS	7:34	Present	On Duty ✓
26-May-2023	09:56	17:02	FS	6:55	Present	
27-May-2023			FS	00:00	Present	On Duty ✓
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023	09:56		FS	7:09	Present	
30-May-2023	09:50		FS	7:15	Present	
31-May-2023	10:00		FS	7:05	Present	

PresentDays=23 , Leaves=0 , Holiday=2 , AbsentDays=0 , Weekly Off =5, Late Entry= 1

Employee Code: 18 Employee Name : Jyotshna Kalita ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:47	15:23	FS	5:36	Present	✓
03-May-2023	09:59	15:01	FS	5:02	Present	✓

Daily Attendance Report (Summary Report)

Ullas
13/06/23

04-May-2023	09:51	15:18	FS	5:27	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023	09:45	15:08	FS	5:23	Present	
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023		17:48	FS	00:31	Present	(No OutPunch) ✓
09-May-2023			FS	00:00	Absent	
10-May-2023	09:42	15:06	FS	5:24	Present	
11-May-2023	09:41	15:32	FS	5:51	Present	
12-May-2023	09:41	15:00	FS	5:19	Present	
13-May-2023	09:34	15:14	FS	5:40	Present	
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023	09:44	15:03	FS	5:19	Present	
16-May-2023			FS	00:00	Present	On Duty ✓
17-May-2023	09:46	15:29	FS	5:43	Present	
18-May-2023	09:44	15:35	FS	5:51	Present	
19-May-2023	09:57	16:34	FS	6:37	Present	
20-May-2023			FS	00:00	Third Saturday	
21-May-2023			FS	00:00	WeeklyOff	✓
22-May-2023	09:39	16:12	FS	6:33	Present	
23-May-2023	09:30	15:54	FS	6:24	Present	
24-May-2023	09:54	16:12	FS	6:18	Present	
25-May-2023	09:54	16:35	FS	6:41	Present	
26-May-2023	09:30	16:30	FS	7:00	Present	
27-May-2023			FS	00:00	Fourth Saturday	✓
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023	09:46	16:37	FS	6:51	Present	
30-May-2023	09:47	16:33	FS	6:46	Present	
31-May-2023	09:47	16:23	FS	6:36	Present	

PresentDays=22 , Leaves=0 , Holiday=2 , AbsentDays=1 , Weekly Off =6, Late Entry= 0

Employee Code: 19

Employee Name : Deepshikha Sharma

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	10:15	15:25	FS	5:10	Present	Late Entry ✓
03-May-2023	10:16	15:06	FS	4:50	Present	Late Entry ✓
04-May-2023	10:20	15:12	FS	4:52	Present	Late Entry ✓
05-May-2023			FS	00:00	Holiday	
06-May-2023			FS	00:00	1st Saturday	
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	10:00	17:23	FS	7:23	Present	
09-May-2023	10:08	15:15	FS	5:09	Present	Late Entry ✓
10-May-2023	09:55	15:22	FS	5:27	Present	
11-May-2023	09:58	15:09	FS	5:11	Present	
12-May-2023	10:00	15:02	FS	5:02	Present	
13-May-2023			FS	00:00	Second Saturday	
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023			FS	00:00	Present	On Duty ✓
16-May-2023	09:57	15:18	FS	5:21	Present	
17-May-2023	10:00	15:03	FS	5:03	Present	

Daily Attendance Report (Summary Report)

13/06/23

18-May-2023	10:09	16:33	FS	6:24	Present	Late Entry ✓
19-May-2023	09:53	16:36	FS	6:43	Present	
20-May-2023	10:07	15:07	FS	5:00	Present	Late Entry ✓
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	10:12	15:38	FS	5:26	Present	Late Entry ✓
23-May-2023	09:59	16:32	FS	6:33	Present	
24-May-2023	10:08	16:13	FS	6:05	Present	Late Entry ✓
25-May-2023	09:54	16:36	FS	6:42	Present	
26-May-2023	09:57		FS	7:08	Present	
27-May-2023	09:59	15:07	FS	5:08	Present	
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023	09:53	16:42	FS	6:49	Present	
30-May-2023	09:52	16:32	FS	6:40	Present	
31-May-2023	09:59	16:24	FS	6:25	Present	

PresentDays=23 , Leaves=0 , Holiday=2 , AbsentDays=0 , Weekly Off =6, Late Entry= 8

Employee Code: 20 Employee Name : Amrita Boro

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023			FS	00:00	Absent	
03-May-2023	10:37		FS	6:28	Present (No OutPunch)	✓
04-May-2023	10:16		FS	6:49	Present (No OutPunch)	✓
05-May-2023			FS	00:00	Holiday	
06-May-2023			FS	00:00	Absent	
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	10:29		FS	6:36	Present (No OutPunch)	✓
09-May-2023	10:11		FS	6:54	Absent(Due to	
10-May-2023			FS	00:00	Absent	
11-May-2023	10:26		FS	6:39	Present (No OutPunch)	✓
12-May-2023	10:32		FS	6:33	Present (No OutPunch)	✓
13-May-2023			FS	00:00	Absent	
14-May-2023			FS	00:00	WeeklyOff	✓
15-May-2023	10:30		FS	6:35	Absent(Due to	
16-May-2023			FS	00:00	Absent	
17-May-2023	10:07		FS	6:58	Present (No OutPunch)	✓
18-May-2023	10:12		FS	6:53	Present (No OutPunch)	✓
19-May-2023	10:25		FS	6:40	Absent(Due to	
20-May-2023	10:24		FS	6:41	Present (No OutPunch)	✓
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	10:19		FS	6:46	Present (No OutPunch)	✓
23-May-2023	10:32		FS	6:33	Absent(Due to	
24-May-2023	10:19		FS	6:46	Present (No OutPunch)	✓
25-May-2023	10:23		FS	6:42	Present (No OutPunch)	✓
26-May-2023	10:20		FS	6:45	Absent(Due to	✓
27-May-2023			FS	00:00	Absent	✓
28-May-2023			FS	00:00	WeeklyOff	✓
29-May-2023	10:15		FS	6:50	Present (No OutPunch)	✓
30-May-2023	10:24		FS	6:41	Present (No OutPunch)	✓
31-May-2023	10:30		FS	6:35	Absent(Due to	✓

Daily Attendance Report (Summary Report)

Ullas
13/06/23

Employee Code: 21

Employee Name : Garga Ram Kalita

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:31	17:00	FS	7:29	Present	
03-May-2023	09:31	17:00	FS	7:34	Present	
04-May-2023	09:31	17:01	FS	7:30	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023	09:30	16:52	FS	7:22	Present	
07-May-2023			FS	00:00	WeeklyOff	✓
08-May-2023	09:31	17:19	FS	7:48	Present	
09-May-2023	09:31	17:01	FS	7:30	Present	
10-May-2023	09:31	17:00	FS	7:29	Present	
11-May-2023			FS	00:00	Present	On Duty ✓
12-May-2023	09:31	15:00	FS	5:29	Present	
13-May-2023	09:31	17:02	FS	7:31	Present	
14-May-2023			FS	00:00	WeeklyOff	✓
15-May-2023	09:32	16:44	FS	7:12	Present	
16-May-2023	09:30	16:41	FS	7:11	Present	
17-May-2023	09:30	17:34	FS	8:04	Present	
18-May-2023	09:31	17:02	FS	7:31	Present	
19-May-2023	09:30	17:02	FS	7:32	Present	
20-May-2023	09:31	16:50	FS	7:19	Present	
21-May-2023			FS	00:00	WeeklyOff	✓
22-May-2023	09:31	17:01	FS	7:30	Present	
23-May-2023	09:30	17:01	FS	7:31	Present	
24-May-2023	09:30	17:01	FS	7:31	Present	
25-May-2023	09:30	16:49	FS	7:19	Present	
26-May-2023	09:53	17:00	FS	7:07	Present	
27-May-2023	09:36	17:01	FS	7:25	Present	
28-May-2023			FS	00:00	WeeklyOff	✓
29-May-2023	09:31	17:02	FS	7:31	Present	
30-May-2023	09:31	17:01	FS	00:04	Present	
31-May-2023	09:30	17:02	FS	7:35	Present	

PresentDays=25 , Leaves=0 , Holiday=2 , AbsentDays=0 , Weekly Off =4 , Late Entry= 0

Employee Code: 23

Employee Name : Dharani Rajbongshi

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:31	17:00	FS	7:29	Present	
03-May-2023	09:32	17:04	FS	7:32	Present	
04-May-2023	09:31	17:02	FS	7:31	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023	09:30	16:54	FS	7:24	Present	
07-May-2023			FS	00:00	WeeklyOff	✓
08-May-2023	09:31		FS	7:34	Present	
09-May-2023	09:31	17:00	FS	7:29	Present	
10-May-2023	09:31	16:57	FS	7:26	Present	
11-May-2023	09:30	17:14	FS	7:44	Present	

Daily Attendance Report (Summary Report)

13/06/23

12-May-2023	09:31	16:23	FS	6:52	Present	
13-May-2023	09:31		FS	7:34	Present	
14-May-2023			FS	00:00	WeeklyOff	✓
15-May-2023	09:31	16:43	FS	7:12	Present	
16-May-2023	09:31	16:59	FS	7:28	Present	
17-May-2023	09:31	17:06	FS	7:35	Present	
18-May-2023	09:30	16:54	FS	7:24	Present	
19-May-2023	09:30	16:19	FS	6:49	Present	
20-May-2023	09:31	15:03	FS	5:32	Present	
21-May-2023			FS	00:00	WeeklyOff	✓
22-May-2023			FS	00:00	Absent	
23-May-2023	09:30	17:03	FS	7:33	Present	
24-May-2023	09:30	17:01	FS	7:31	Present	
25-May-2023	09:30	16:45	FS	7:15	Present	
26-May-2023	09:30	17:01	FS	7:31	Present	
27-May-2023	09:31	15:05	FS	5:34	Present	
28-May-2023			FS	00:00	WeeklyOff	✓
29-May-2023	09:30		FS	7:35	Present	
30-May-2023	09:30	16:11	FS	6:41	Present	
31-May-2023	09:30	16:59	FS	7:29	Present	

PresentDays=24 , Leaves=0 , Holiday=2 , AbsentDays=1 , Weekly Off =4, Late Entry= 0

Employee Code: 24

Employee Name : Glirish Boro

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:44	15:36	FS	5:52	Present	
03-May-2023	09:40	15:07	FS	5:27	Present	
04-May-2023	09:54	15:33	FS	5:39	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023	09:59	15:15	FS	5:16	Present	
07-May-2023			FS	00:00	WeeklyOff	✓
08-May-2023	09:58		FS	7:07	Present	
09-May-2023	10:00	15:39	FS	5:38	Present	
10-May-2023	09:59	15:14	FS	5:15	Present	
11-May-2023	09:49	15:23	FS	5:34	Present	
12-May-2023	09:43	15:06	FS	5:23	Present	
13-May-2023			FS	00:00	Absent	CL ✓
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023	09:49	15:05	FS	5:16	Present	
16-May-2023	09:59	15:45	FS	5:46	Present	
17-May-2023	10:02	15:08	FS	5:06	Present	Late Entry ✓
18-May-2023	09:41	16:54	FS	7:13	Present	
19-May-2023	09:48	16:34	FS	6:46	Present	
20-May-2023	09:53		FS	7:12	Present	
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	09:39	16:46	FS	7:07	Present	
23-May-2023	09:40	17:03	FS	7:23	Present	
24-May-2023			FS	00:00	Absent	CL ✓
25-May-2023			FS	00:00	Absent	CL ✓

Daily Attendance Report (Summary Report)

Utky
13/06/23

26-May-2023	09:55	16:53	FS	6:58	Present	
27-May-2023	09:49	15:08	FS	5:19	Present	
28-May-2023			FS	00:00	WeeklyOff	✓
29-May-2023	09:38	16:50	FS	7:12	Present	
30-May-2023	09:42	16:51	FS	7:09	Present	
31-May-2023	09:46	17:00	FS	7:14	Present	

PresentDays=18 , Leaves=0 , Holiday=2 , AbsentDays=3 , Weekly Off =4, Late Entry= 1

Employee Code: 25

Employee Name : Hari Chandra Kalita

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023	09:31		FS	7:34	Present (No OutPunch)	✓
03-May-2023			FS	00:00	Absent	
04-May-2023	17:01		FS	00:04	Present (No OutPunch)	✓
05-May-2023			FS	00:00	Holiday	
06-May-2023	09:30	16:51	FS	7:21	Present	
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	09:30		FS	7:35	Present (No OutPunch)	✓
09-May-2023	09:31	17:02	FS	7:31	Present	
10-May-2023	09:31	16:56	FS	7:25	Present (No OutPunch)	✓
11-May-2023	09:30		FS	00:00	Absent	
12-May-2023			FS	00:00	Absent	
13-May-2023			FS	00:00	WeeklyOff	✓
14-May-2023			FS	00:00	Absent	CL ✓
15-May-2023			FS	00:00	Absent	CL ✓
16-May-2023			FS	00:00	Absent	CL ✓
17-May-2023			FS	00:00	Absent	CL ✓
18-May-2023			FS	00:03	Present (No OutPunch)	✓
19-May-2023	17:02		FS	7:19	Present	
20-May-2023	09:31	16:50	FS	00:00	WeeklyOff	
21-May-2023			FS	00:09	Present (No OutPunch)	✓
22-May-2023	16:56		FS	7:21	Present (No OutPunch)	✓
23-May-2023	09:40	17:01	FS	7:31	Present	
24-May-2023	09:30	17:01	FS	7:31	Present	
25-May-2023	09:30	16:46	FS	7:16	Present	
26-May-2023	09:30	17:01	FS	7:31	Present	
27-May-2023	09:31	17:07	FS	7:36	Present	
28-May-2023			FS	00:00	WeeklyOff	✓
29-May-2023	09:30	17:01	FS	7:31	Present	
30-May-2023	09:30		FS	7:35	Present (No OutPunch)	✓
31-May-2023			FS	00:00	Absent	

PresentDays=17 , Leaves=0 , Holiday=2 , AbsentDays=8 , Weekly Off =4, Late Entry= 0

Employee Code: 26

Employee Name : Paresh Kalita

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023			FS	00:00	Absent	CL ✓
03-May-2023	09:51	17:01	FS	7:10	Present	
04-May-2023	09:31	15:33	FS	6:02	Present	

Daily Attendance Report (Summary Report)

Ullas
13/06/23

Date	InTime	OutTime	Shift	Duration	Status	Remarks
05-May-2023			FS	00:00	Holiday	
06-May-2023			FS	00:00	First Saturday	
07-May-2023			FS	00:00	WeeklyOff	✓
08-May-2023			FS	00:00	Present	On Duty ✓
09-May-2023	09:31	16:13	FS	6:42	Present	
10-May-2023	09:53	15:57	FS	6:04	Present	
11-May-2023	09:53	17:05	FS	7:12	Present	
12-May-2023	09:30		FS	00:00	Second Saturday	✓
13-May-2023			FS	00:00	WeeklyOff	
14-May-2023			FS	00:00	Present	
15-May-2023	09:31	15:39	FS	6:08	Present	
16-May-2023	09:49	16:41	FS	6:52	Present	
17-May-2023	09:31	16:59	FS	7:28	Present (No OutPunch)	✓
18-May-2023	09:31		FS	7:34	Present	
19-May-2023	09:30	16:01	FS	6:31	Absent	
20-May-2023			FS	00:00	WeeklyOff	
21-May-2023			FS	00:00	Present (No OutPunch)	Late Entry ✓
22-May-2023	10:25		FS	6:40	Present	
23-May-2023	09:31	16:44	FS	7:13	Present	
24-May-2023	10:00	16:00	FS	6:00	Present	
25-May-2023	09:58		FS	7:07	Present	
26-May-2023	10:00	15:45	FS	5:43	Present	
27-May-2023	09:53	15:06	FS	5:13	Present	
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023			FS	00:00	Present	Late Entry ✓
30-May-2023	10:43	18:38	FS	5:55	Present	Late Entry ✓
31-May-2023	10:07	16:33	FS	6:26	Present	
31-May-2023	09:30	17:00	FS	7:30	Present	

PresentDays=21, Leaves=0, Holiday=2, AbsentDays=2, Weekly Off =6, Late Entry= 3

Employee Name : Manabendra Kalita
Employee Code: 27

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023		15:30	FS	5:18	Present	On Duty ✓
03-May-2023			FS	00:00	Present	On Duty ✓
04-May-2023			FS	6:07	Present (No OutPunch)	On Duty ✓
05-May-2023	10:58		FS	00:00	Holiday	
06-May-2023			FS	00:00	Present	On Duty ✓
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	10:02		FS	7:03	Present (No OutPunch)	On Duty ✓
09-May-2023	10:30		FS	6:35	Present (No OutPunch)	On Duty ✓
10-May-2023			FS	00:00	Present	On Duty ✓
11-May-2023			FS	00:00	Absent	
12-May-2023			FS	00:00	Present (No OutPunch)	On Duty ✓
13-May-2023	10:06		FS	6:59	Absent	
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023			FS	00:00	Present (No OutPunch)	On Duty ✓
16-May-2023	10:26		FS	6:39	Present	
17-May-2023			FS	00:00	Present	On Duty ✓
18-May-2023			FS	00:00	Present	On Duty ✓

Daily Attendance Report (Summary Report)

Utkarsh 13/06/23

19-May-2023	10:51		FS	6:14	Present	Late Entry
20-May-2023			FS	00:00	Present	On Duty ✓
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	15:07		FS	1:58	Present (No OutPunch)	On Duty ✓
23-May-2023	10:34	16:00	FS	5:26	Present	On Duty ✓
24-May-2023	15:35		FS	1:30	Present	On Duty ✓
25-May-2023			FS	00:00	Absent	CL ✓
26-May-2023	10:56		FS	6:09	Present (No OutPunch)	On Duty ✓
27-May-2023			FS	00:00	Fourth Saturday	
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023	10:49		FS	6:16	Present (No OutPunch)	On Duty ✓
30-May-2023	10:59		FS	6:06	Present (No OutPunch)	Late Entry ✓
31-May-2023			FS	00:00	Present	On Duty ✓

PresentDays=9, Leaves=0, Holiday=2, AbsentDays=16, Weekly Off =4, Late Entry= 2

Employee Code: 28 Employee Name : Krishna Deka ✓

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-May-2023			FS	00:00	Holiday	
02-May-2023			FS	00:00	Present	On Duty ✓
03-May-2023	11:00	15:00	FS	4:00	Present	
04-May-2023	10:58	15:37	FS	4:39	Present	
05-May-2023			FS	00:00	Holiday	
06-May-2023	11:02	15:08	FS	4:06	Present	Late Entry ✓
07-May-2023			FS	00:00	WeeklyOff	
08-May-2023	10:58	17:08	FS	6:10	Present	
09-May-2023	10:53	15:15	FS	4:22	Present	Late Entry ✓
10-May-2023	11:04	15:22	FS	4:18	Present	Late Entry ✓
11-May-2023			FS	00:00	Absent	CL ✓
12-May-2023	10:59	15:02	FS	4:03	Present	
13-May-2023			FS	00:00	Absent	
14-May-2023			FS	00:00	WeeklyOff	
15-May-2023	10:53	15:03	FS	4:10	Present	
16-May-2023	10:48	15:26	FS	4:38	Present	
17-May-2023	10:42	16:08	FS	5:26	Present	
18-May-2023	10:31	16:24	FS	5:53	Present	
19-May-2023	10:10	16:18	FS	6:08	Present	
20-May-2023	10:50	15:04	FS	4:14	Present	
21-May-2023			FS	00:00	WeeklyOff	
22-May-2023	10:06	16:04	FS	5:58	Present	
23-May-2023	10:38	15:57	FS	5:19	Present	
24-May-2023	10:22	15:38	FS	5:16	Present	
25-May-2023	10:13	16:04	FS	5:51	Present	
26-May-2023	10:21	15:42	FS	5:21	Present	
27-May-2023			FS	00:00	Fourth Saturday	
28-May-2023			FS	00:00	WeeklyOff	
29-May-2023			FS	00:00	Absent	CL
30-May-2023	10:33	15:48	FS	5:15	Present	
31-May-2023	10:43	15:56	FS	5:13	Present	

PresentDays=21, Leaves=0, Holiday=2, AbsentDays=3, Weekly Off =5, Late Entry= 2