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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
                      ------------
Page No.:    1
                    ATTENDANCE REPORT FOR :- 22/01/2004 SHIFT  :-  ALL
                    RUN DATE  22/02/2005 AND TIME  17:34:57
-------------------------------------------------------------------------------
SRL   PAYROLL    CARD         EMPLOYEE'S            SHIFT  START   IN       SHIFT   STATUS
NO.   NO         NO.          NAME                                          LATE
-------------------------------------------------------------------------------
   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
  23  0024       00000024     MR RAJ NARAYAN        G       9.00   09:00:00          P
  24  0025       00000025     MR DEEPAK KR. KAUSHI  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
                                ------------
Page No.:    1
                                ABSENTEEISM REPORT FOR :- 22/02/2005 SHIFT  :-  ALL
                                RUN DATE  22/02/2005 AND TIME  17:36:53
-------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD         EMPLOYEE'S            ABSENT   LEAVE      ON      REMARK
NO.   NO          NO.          NAME                                      DUTY
-------------------------------------------------------------------------------------------------------------
   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
                         -----
Page No.:    1
                      DEPARTMENT SUMMARY FOR :- 01/04/2004 SHIFT  :-  ALL
                      RUN DATE  10/05/2004 AND TIME  10:36:59
-------------------------------------------------------------------------------------------
SRL   DEPARTMENT  DEPARTMENT                TOTAL      PRESENT     ON    ABSENT  LEAVE    WEEKLY
NO.   CODE        NAME                      EMPLOYEE               DUTY                   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 Permissable Late Arrival allowed in the shift on the date for which the report is generated. It also shows the late duration like whether he has come within 10-30 mins, 30 to 1 Hr or more than 1 Hr by marking ** below the Late field for which he has come late.

```
                                  DEMO COMPANY
                                  ------------
Page No.:    1
                                  LATE ARRIVAL REPORT FOR :- 01/04/2004 SHIFT  :-  ALL
                                  RUN DATE  22/02/2005 AND TIME  17:53:16
-------------------------------------------------------------------------------------------------------------
SR.  PAYROLL    CARD         EMPLOYEE'S            SHIFT  START   IN       LATE   ----------LATE----------  BUS ROUTE
NO.  NO         NO.          NAME                                          >(0.10)  >(0.30)  >(1.00)
-------------------------------------------------------------------------------------------------------------
   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 :- 02/04/2004 SHIFT  :-  ALL
                                RUN DATE  08/03/2005 AND TIME  16:02:31
-------------------------------------------------------------------------------------------
SR.  PAYROLL    CARD         EMPLOYEE'S            SHIFT  START   IN       EARLY   ----------EARLY----------
NO.  NO         NO.          NAME                                          ARRIVAL >(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

Page No.: 1

SHIFT WISE REPORT FOR :- 01/04/2004 SHIFT :- ALL
RUN DATE 22/02/2005 AND TIME 17:55:59

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
                    ------------
Page No.:    1
                  MACHINE RAW PUNCH DATA FOR :- 01/04/2004 TO 30/04/2004 SHIFT  :-  ALL
                  RUN DATE  22/02/2005 AND TIME  17:57:30
--------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                PUNCH - 1          PUNCH - 2
NO.   NO            NO.       NAME
--------------------------------------------------------------------------------
** DATE :01/04/2004

   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
                    ------------
Page No.:    1
                  MANUAL RAW PUNCH DATA FOR :- 01/04/2004 TO 30/04/2004 SHIFT  :-  ALL
                  RUN DATE  22/02/2005 AND TIME  17:58:44
--------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S               PUNCH - 1          PUNCH - 2
NO.   NO            NO.       NAME
--------------------------------------------------------------------------------
** DATE :01/04/2004

   1  0001        00000001    MR R.B.SINGH             09:30:00    M
   2  0003        00000003    MR SANJAY SINGH          08:00:00    M
** DATE :03/04/2004

   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 :- 01/01/2004 TO 31/01/2004 SHIFT :- ALL
RUN DATE 10/05/2004 AND TIME 11:02:04

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	TIME	REASON
** DATE :01/01/2004					
1	0001	00000001	MR R.B.SINGH	09:00:00	ON DUTY
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

Page No.: 1
DAILY PERFORMANCE FOR :- 01/04/2004 SHIFT :- ALL
RUN DATE 22/02/2005 AND TIME 17:59:46

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN	LUNCH OUT	LUNCH IN	OUT	HOURS WORKED	STATUS	EARLY ARRIVAL	SHIFT LATE	SHIFT EARLY	EXCESS LUNCH	OT	OVER TIME AMOUNT	OVER STAY	MANUAL
1	0001	00000001	MR R.B.SINGH	G	9.00	09:30:00			18:00:00	8.30	SRT		0.30						M
2	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00			18:00:00	9.00	P								
3	0003	00000003	MR SANJAY SINGH	G	9.00	08:00:00			18:00:00	10.00	P	1.00						1.00	M
4	0004	00000004	MR SANJAY ARORA	S1	9.30	09:30:00			18:00:00	8.30	P								
5	0005	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
                                                ------------
Page No.:    1
                                          EARLY DEPARTURE FOR :- 02/04/2004 SHIFT  :-  ALL
                                          RUN DATE  22/02/2005 AND TIME  18:12:45
-------------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                RTC  SHIFT  END    OUT     SHIFT   STATUS   OT   OVER   MANUAL
NO.   NO            NO.      NAME                                       EARLY                    STAY
-------------------------------------------------------------------------------------------------------------------
   1  0002        00000002  MR RAJ KISHORE YADAV          Y   G      18.00  16:30:00  1.30   SRT     0.00  0.00  M
```

1.12. SHIFT CHANGE STATEMENT

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

```
                                                  DEMO COMPANY
                                                  ------------
Page No.:    1
                                       SHIFT CHANGE REPORT FOR :- 02/04/2004 SHIFT  :-  ALL
                                       RUN DATE  22/02/2005 AND TIME  18:20:14

-------------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                ACTUAL   SHIFT  START   IN      OUT      HOURS    STATUS   EARLY   SHIFT   MANUAL
NO.   NO          NO.        NAME                      SHIFT                                       WORKED            ARRIVAL LATE
-------------------------------------------------------------------------------------------------------------------
   1  0001        00000001    MR R.B.SINGH              N01      G     20.00   18:00:00 08:00:00 13.00    P          2.00            M
```

1.13. TIME LOSS REPORT

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

```
                                                      DEMO COMPANY
                                                      ------------
Page No.:    1
                                                 TIME LOSS REPORT FOR :- 01/04/2004 SHIFT  :-  ALL
                                                 RUN DATE  22/02/2005 AND TIME  18:21:47
-------------------------------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                SHIFT  START   END   STATUS  EARLY    SHIFT  SHIFT  LUNCH  LUNCH  EXCESS  OT   LOSS HOURS   OVER  MANUAL
NO.   NO          NO.        NAME                                                  ARRIVAL  LATE   EARLY  LATE   EARLY  LUNCH                    STAY
-------------------------------------------------------------------------------------------------------------------------------------
   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
                                                    ------------
Page No.:    1
                                          MISSING PUNCH,INCORRECT SHIFT OR REVERIFICATION REPORT FROM :- 01/04/2004 TO 30/04/2004
                                          RUN DATE  22/02/2005 AND TIME  18:23:20
-------------------------------------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                SHIFT  IN      LUNCH     LUNCH      OUT      HOURS    LATE    EARLY   STATUS   OT
NO.   NO          NO.         NAME                                      OUT       IN                  WORKED
-------------------------------------------------------------------------------------------------------------------------------------------
** DATE :03/04/2004

   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 Permissable Late Arrival allowed for the employee from the date the user has entered and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously coming late for any number of days.

```
                                DEMO COMPANY
                                ------------
Page No.:    1
                              CONTINUOUS LATE ARRIVAL REPORT FOR :- 01/04/2004 SHIFT  :-  ALL
                              RUN DATE  22/02/2005 AND TIME  18:24:50
-------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                LATE       No. of     LATE   ----------LATE---------- BUS
NO.   NO          NO.         NAME                      SINCE      Days              >(0.10)  >(0.30)  >(1.00) ROUTE
-------------------------------------------------------------------------------------------------------
   1  0001        00000001   MR R.B.SINGH              01/04/2004   1         0.30       **
```

1.16. CONTINUOUS EARLY DEPARTURE REPORT

This report is same as the above mentioned one except that it shows the employees who have gone earlier in the shift than the Permissable Early Departure allowed for the employee from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously going early for any number of days.

```
                                DEMO COMPANY
                                 ------------
Page No.:    1
                              CONTINUOUS EARLY DEPARTURE REPORT FOR :- 02/04/2004 SHIFT  :-  ALL
                              RUN DATE  22/02/2005 AND TIME  18:25:40
-------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                EARLY      No. of     EARLY  ----------EARLY---------- BUS
NO.   NO          NO.         NAME                      SINCE      Days              >(0.10)  >(0.30)  >(1.00) ROUTE
-------------------------------------------------------------------------------------------------------
   1  0002        00000002   MR RAJ KISHORE YADAV      02/04/2004   1         1.30                        **
```

1.17. CONTINUOUS ABSENTEEISM REPORT

This report is same as the above mentioned one except that it shows the employees who are continuously absent from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously absent for any number of days.

```
                                DEMO COMPANY
                                 ------------
Page No.:    1
                              CONTINUOUS ABSENTEEISM REPORT FOR :- 11/12/2004 SHIFT  :-  ALL
                              RUN DATE  22/02/2005 AND TIME  18:26:45
-------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S               ABSENT     No. of     ABSENT ----------ABSENT--------- BUS
NO.   NO          NO.         NAME                      SINCE      Days            >(  1  )  >( 5  )  >( 10 ) ROUTE
-------------------------------------------------------------------------------------------------------------
   1  0001        00000001   MR R.B.SINGH             11/12/2004   1         1.00
   2  0002        00000002   MR RAJ KISHORE YADAV     11/12/2004   1         1.00
   3  0003        00000003   MR SANJAY SINGH          11/12/2004   1         1.00
   4  0005        00000005   MR R. SUSHIL NAIR        11/12/2004   1         1.00
   5  0006        00000006   MR PARMOD KUMAR          11/12/2004   1         1.00
   6  0007        00000007   MR ABDUL SAMAD           11/12/2004   1         1.00
   7  0008        00000008   MS. SUNITA RAI           11/12/2004   1         1.00
   8  0009        00000009   MR SHAJI MATHEW          11/12/2004   1         1.00
   9  0010        00000010   MR UDAY NARAYAN SINGH    11/12/2004   1         1.00
  10  0011        00000011   MR ANISH ANWAR           11/12/2004   1         1.00
  11  0012        00000012   MR DILIP KUMAR           11/12/2004   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 :- 03/04/2004 SHIFT  :-  ALL
                                                                RUN DATE  22/02/2005 AND TIME  18:30:33
-------------------------------------------------------------------------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                TOTAL  I        II        III       IV      V        VI      VII      VIII      IX      X
NO.   NO          NO.         NAME                       OW
-------------------------------------------------------------------------------------------------------------------------------------------
   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 :- 05/04/2004 SHIFT  :-  ALL
                    RUN DATE  22/02/2005 AND TIME  18:35:31

-------------------------------------------------------------------------
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 :- 01/04/2004 SHIFT  :-  ALL
              RUN DATE  10/05/2004 AND TIME  11:19:25
-------------------------------------------------------------------------
SRL   PAYROLL     CARD        EMPLOYEE'S                OT      OTAMOUNT
NO.   NO          NO.         NAME
-------------------------------------------------------------------------
   1  0059        00000059    MR BALI HARI              9.00     0.00
```

2. MONTHLY REPORTS

2.1 STATUTORY REPORTS

2.1.1 MUSTER ROLL

This report shows the details of the employee date wise for two halfs for each employee for which the report is generated.

DEMO COMPANY
MUSTER ROLL FROM : 01/04/2004 TO 30/04/2004

SRL	PAYROLL	EMP.	NAME	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	DW	HLD	CL	SL	ML	PL/EL	REST	TOTAL	ABS
1	0001	00000001	MR R.B.SINGH	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	26.00	4.00					0.00	30.00	0.00
				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	0002	00000002	MR RAJ KISHORE YADAV	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	26.00	4.00					0.00	30.00	0.00
				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										
3	0003	00000003	MR SANJAY SINGH	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	26.00	4.00					0.00	30.00	0.00
				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										
4	0004	00000004	MR SANJAY ARORA	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	26.00	4.00					0.00	30.00	0.00
				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										
5	0005	00000005	MR R. SUSHIL NAIR	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	26.00	4.00					0.00	30.00	0.00
				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										
6	0006	00000006	MR PARMOD KUMAR	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	26.00	4.00					0.00	30.00	0.00
				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										
7	0007	00000007	MR ABDUL SAMAD	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	26.00	4.00					0.00	30.00	0.00
				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										
8	0008	00000008	MS. SUNITA RAI	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	26.00	4.00					0.00	30.00	0.00
				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										
9	0009	00000009	MR SHAJI MATHEW	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	26.00	4.00					0.00	30.00	0.00
				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										

2.1.2. FORM 12A

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

NAME OF FACTORY OR OFFICE.... DEMO COMPANY

Page No. 1A_M_

1st April 2004 TO 30th April 2004

FORM NO. 12
(RULE NO.78)
REGISTER OF ADULT WORKERS AS PER PRESCRIBED UNDER SEC. 62 OF THE ACT

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

SRL NO.	PAYCODE	EMP. NO.	NAME OF ADULT WORKER	FATHER'S NAME	NATURE OF WORK	SECTION	CORRESPONDING TO THAT IN FORM 11: GRP/RLY	CORRESPONDING TO THAT IN FORM 11: SHIFT	TOTAL NO OF DAYS WORKD	RATE OF BASIC WAGES	RATE OF ALLW IF ANY	TOTAL HOURS OF OT	AMOUNT DUE	DEDUCTION IF ANY: ON A/C³ OF P-F	DEDUCTION IF ANY: ACCOUNT³ OF ADV ³	DEDUCTION IF ANY: FINES	ACTUAL WAGES PAID	TOTAL NO. OF WEEKLY HOLIDAY LOST BY THE WORKS	DATES ON WHICH COMPENSATORY HOLIDAY WILL BE GIVEN	REMARKS OF INDICATION SHOWING THAT THE PAYMENT HAVE BEEN MADE TOGETHER WITH THE DATE
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

Page No. 1B_M_

1st April 2004 TO 30th April 2004

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

FORM NO. 12
(RULE NO.78)
REGISTER OF ADULT WORKERS AS PER PRESCRIBED UNDER SEC. 62 OF THE ACT

SRL NO.	PAYCODE	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	
		1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
1	0001	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
2	0002	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
3	0003	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
4	0004	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
5	0005	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
6	0006	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
7	0007	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
8	0008	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
9	0009	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P
10	0010	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P	WO	WO	P	P	P	P	P	P	P	P	P	P

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

EMPLOYEES INFORMATION	ATTENDANCE																													A.W. Days	Rest & Hol days	Leaves				Abs-ent Days	Wages Days Payable	Remark
	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			CL	SL	PL	LWP			
SR. NO. 1 TOKEN NO.0001 MR. MR R.B.SINGH S/O MR. C.K.SINGH ESI NO.-5270172 DOB - 01/07/1962 PF NO. -235 DOJ - 01/09/1998 Desig. PACKING INCHARGE Deptt.PACKING	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	26.00	4.00						30.00	
SR. NO. 2 TOKEN NO.0002 MR. MR RAJ KISHORE YADAV S/O MR SIPAHI YADAV ESI NO.-5270166 DOB - 01/07/1973 PF NO. -233 DOJ - 01/01/1999 Desig. FINISHING SUPERVISOR Deptt.FINISHING	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	26.00	4.00						30.00	
SR. NO. 3 TOKEN NO.0003 MR. MR SANJAY SINGH S/O MR HARISH CHANDER SINGH ESI NO.-5270407 DOB - 05/06/1982 PF NO. -234 DOJ - 01/09/1999 Desig. LAYER HELPER Deptt.CUTTING	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	26.00	4.00						30.00	
SR. NO. 4 TOKEN NO.0004 MR. MR SANJAY ARORA S/O MR D.C.ARORA ESI NO.- DOB - 01/03/1967 PF NO. - DOJ - 03/09/2001 Desig. MGR (QC & PROD) Deptt.MANAGEMENT	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	26.00	4.00						30.00	
SR. NO. 5 TOKEN NO.0005 MR. MR R. SUSHIL NAIR S/O MR V. RAMAN NAIR ESI NO.- DOB - 12/10/1971 PF NO. - DOJ - 22/01/2002 Desig. DOC INCHARGE Deptt.ACC. & ADMN.	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	26.00	4.00						30.00	
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 : 01/04/2004 TO 30/04/2004

Page No. 1
RUN DATE 28/02/2005 TIME 16:39:19

	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
PAYROLL NO., CARD NO. & NAME	0002				00000002 MR RAJ KISHORE YADAV							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
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 absebt date wise for each employee for the period the report is generated.

DEMO COMPANY

DEMO COMPANY

PAGE NO : 1 Absenteeism Register From :01/12/2004 TO 31/12/2004

RUN DATE 28/02/2005 Time 16:40:20

S.NO.	PAYCODE	CARD NO. NAME	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21th	22th	23th	24th	25th	26th	27th	28th	29th	30th	31th	TOTAL
1	0001	00000001 MR R.B.SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
2	0002	00000002 MR RAJ KISHORE YADAV	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
3	0003	00000003 MR SANJAY SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
4	0004	00000004 MR SANJAY ARORA	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
5	0005	00000005 MR R. SUSHIL NAIR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
6	0006	00000006 MR PARMOD KUMAR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
7	0007	00000007 MR ABDUL SAMAD	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
8	0008	00000008 MS. SUNITA RAI	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
9	0009	00000009 MR SHAJI MATHEW	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
10	0010	00000010 MR UDAY NARAYAN SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
11	0011	00000011 MR ANISH ANWAR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
12	0012	00000012 MR DILIP KUMAR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
13	0014	00000014 MR SAGAR RAI	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
14	0015	00000015 MR CHANDESWAR RAI	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
15	0016	00000016 MR NASIR AHMED	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
16	0017	00000017 MR SUNIL KUMAR	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
17	0018	00000018 MR DINISH KUMAR AKELA	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
18	0019	00000019 MR KRISHNA YADAV	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
19	0020	00000020 MR HARE KRISHNA SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
20	0021	00000021 MR DEEPAK JHA	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00
21	0022	00000022 MR DHARAMVIR SINGH	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	27.00

2.2.3. LATE REGISTER

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

```
                                                    DEMO COMPANY
                                                    ------------
     PAGE NO :    1                   Late Arrival Register From :01/04/2004  TO  10/04/2004

                                 RUN DATE  22/02/2005         Time   19:07:38
-------------------------------------------------------------------------------------------
S.NO. PAYCODE    CARD NO.    NAME
                    1st   2nd   3rd   4th   5th   6th   7th   8th   9th  10th    TOTAL
-------------------------------------------------------------------------------------------
   1  0001        00000001  MR R.B.SINGH
                   0.30   -    1.00   -    1.00  1.00  1.00  1.00  1.00  1.00      7.30
```

2.2.4. EARLY REGISTER

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

```
                                                      DEMO COMPANY
                                                      ------------
     PAGE NO :    1                Early Going Register From :01/04/2004  TO  10/04/2004

                                 RUN DATE  22/02/2005         Time   19:10:39
-------------------------------------------------------------------------------------------
S.NO. PAYCODE    CARD NO.    NAME
                    1st   2nd   3rd   4th   5th   6th   7th   8th   9th  10th    TOTAL
-------------------------------------------------------------------------------------------
   1  0002        00000002  MR RAJ KISHORE YADAV
                     -    1.30   -     -     -     -     -     -     -     -        1.30
   2  0006        00000006  MR PARMOD KUMAR
                     -     -   14.00   -     -     -     -     -     -     -       14.00
```

2.2.5. OVER STAY REPORT

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

```
                                                    DEMO COMPANY
                                                    ------------
     PAGE NO :    1                     Overstay Register From :01/04/2004  TO  10/04/2004

                                 RUN DATE  22/02/2005         Time   19:16:24
-------------------------------------------------------------------------------------------
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 :01/04/2004  TO  10/04/2004

                                  RUN DATE  22/02/2005         Time   19:17:30
-------------------------------------------------------------------------------------
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 : 01/04/2004  TO  10/04/2004
-------------------------------------------------------------------------------------------------------------------------------------------------------
S.NO PAYROLL  |  EMP.  | NAME                          DESIGNATION   SHIFT  SHIFT   WEEKLY OFF   2ND OFF   1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |10  |
                                                                      TYPE   PATTERN    1ST 2ND   F/H DAYS
-------------------------------------------------------------------------------------------------------------------------------------------------------
   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
   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
   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
   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
```

2.3. SUMMARY REPORTS

2.3.1 EMPLOYEE WISE SUMMARY DETAIL

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

```
    PAGE NO     1
                                        DEMO COMPANY
                                       ---------------

                ATTENDANCE DETAILS EMPLOYEE WISE FROM :- 01/04/2004 TO 30/04/2004

                RUN DATE  22/02/2005 AND TIME  19:19:56

    ---------------------------------------------------------------------------------------
    SRL   PAYROLL    CARD         EMPLOYEE'S                PRE.   ABS.   WO   LEAVE   OT   OT AMOUNT
    NO.   NO         NO.          NAME
    ---------------------------------------------------------------------------------------
       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 :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:20:42

SRL NO.	DEPARTMENT CODE	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 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:21:28

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  01/04/2004 To 30/04/2004

              RUN DATE  22/02/2005 AND TIME  19:22:56

-------------------------------------------------------------------------------------------
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,2004

              RUN DATE  22/02/2005 AND TIME  19:23:34

-------------------------------------------------------------------------------------
SRL   PAYROLL    CARD NO.       EMPLOYEE'S NAME           OT          OTAMOUNT
NO.   NO.
-------------------------------------------------------------------------------------

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 :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:24:19

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 :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:25:08

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,2004

RUN DATE 22/02/2005 AND TIME 19:26:12

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,2004

RUN DATE 22/02/2005 AND TIME 19:26:44

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

2.4.3. REGULARTY CHART

This report shows all the details like Late Arrival , Early Departure in Shift and in Lunch , Over Stay done, Over Time Done , Present , Absent of each individual employee each date wise for the period the report is generated.

PAGE NO 1

DEMO COMPANY

REGULARITY CHART FROM 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:27:29

DATE	SHIFT	SHIFT LATE	SHIFT EARLY	LUNCH LATE	LUNCH EARLY	OVER STAY	OVER TIME	PRESENT	ABSENT
** CODE & NAME :- 00000001 MR R.B.SINGH									
01/04/2004	G	0.30	0.00	0.00	0.00	0.00	0.00		
02/04/2004	N01	0.00	2.00	0.00	0.00	2.00	1.00	P	
03/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
04/04/2004	OFF	0.00	0.00	0.00	0.00	0.00	0.00		
05/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
06/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
07/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
08/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
09/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
10/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
11/04/2004	OFF	0.00	0.00	0.00	0.00	0.00	0.00		
12/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
13/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
14/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	
15/04/2004	E01	1.00	0.00	0.00	0.00	0.00	0.00	P	

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 : 22/02/2005
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 01/04/2004 (Thursday) without prior permission. Please give explanation to Time Office immediately.

For

(PERSONNEL OFFICER)

3.2. ABSENT MEMO

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the date he was absent along with the day.

```
PAGE NO     1


     Name     : MR SANJAY SINGH                   C. No. : --------
     F/Name   : MR HARISH CHANDER SINGH           Date   : 22/02/2005
     Deptt    : C01  CUTTING
     Emp Code : 00000003                          Paycode: 0003

     REG:- YOUR ABSENTEEISM
     ------------------------------

     We have found from our record of TIME OFFICE that you were absent
     on the date 01/12/2004 (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  2004

                   RUN DATE  28/02/2005 AND TIME  16:46:00

     ---------------------------------------------------------------------------------------------------
     Employee's Card No. : 00000001
     Employee's PAYROLL Code & Name  :  0001            MR R.B.SINGH
     Department Code & Name   : P02   PACKING

     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 01/04/2004 TO 30/04/2004

RUN DATE 28/02/2005 AND TIME 16:46:43

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	05/04/2004	EL	1.00	N	VOUCHER	

4.3. LEAVE ACCURAL

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

PAGE NO 1

DEMO COMPANY

ACCRUED LEAVE REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:47:51

SRL NO.	PAYROLL	EMPLOYEE NAME	ACCRUED 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	10.00		20.00																	
2	0002	MR RAJ KISHORE YADAV																				
3	0003	MR SANJAY SINGH																				
4	0004	MR SANJAY ARORA																				
5	0005	MR R. SUSHIL NAIR																				
6	0006	MR PARMOD KUMAR																				
7	0007	MR ABDUL SAMAD																				
8	0008	MS. SUNITA RAI																				

4.4. LEAVE CONSUMED

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

PAGE NO 1

DEMO COMPANY

CONSUMED LEAVES REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:48:27

SRL NO.	PAYROLL	EMPLOYEE NAME	CONSUMED 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 year. The fields defined are as per the Leave fields defined in the Leave Master.

PAGE NO 1

DEMO COMPANY

BALANCE LEAVE REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:49:09

SRL NO.	PAYROLL	EMPLOYEE NAME	BALANCE 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	10.00		19.00																	
2	0002	MR RAJ KISHORE YADAV																				
3	0003	MR SANJAY SINGH																				
4	0004	MR SANJAY ARORA																				
5	0005	MR R. SUSHIL NAIR																				

4.6. LEAVE REGISTER

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 2004      Run Date :28/02/2005                                                    16:49:58
 ------------------------------------------------------------------------------

  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
     05/04/2004 0000001                                                1.00

                                                                    ----------
                                                         BALANCE :    19.00
                                                                   ==========


   OD  - OUT DUTY                  [P]                   ACCRUED :     0.00

                                                                    ----------
                                                       BALANCE :     0.00

                                                      ==========
```

5. YEARLY REPORTS

5.1 EMPLOYEE WISE YEARLY ATTENDANCE DETAILS

This report shows the Yearly Attendance details of each individual employee in a concise form for the whole year month wise.

```
PAGE NO     1
                                                 DEMO,
                                               ---------

                YEARLY ATTENDANCE DETAILS EMPLOYEE WISE FOR THE YEAR :-       2004

                RUN DATE  09/03/2005 AND TIME  15:58:46
```

MONTH	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PRE.	ABS.	WO	LEAVE CL	LEAVE EL	LEAVE SL	LEAVE OTHERS	LEAVE TOTAL	OT	OT AMOUNT
	0001	00000001	MR R.B.SINGH										
January				27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February				24.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March				27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April				26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
May				26.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June				26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July				27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August				1.00	25.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September				1.00	25.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October				0.00	26.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November				0.00	26.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December				1.00	26.00	4.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00

5.2 FORM B

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

FORM B
[See Rule 7(2)]
Register of Festival Holidays,Casual & Sick Leave in respect of Shri MR R.B.SINGH for the year 2004 under the Punjab Industrial Establishment (National Festival Casual & Sick Leave) Rules,1965]
1. Date of joining Service 01/09/1998
2. Whether covered by the Employee's State Insurance Scheme, Yes/No

Serial No.	Number Of Festival Holidays 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 Leave	Sick 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. .....
Department : PACKING
Serial No. in the register of Adult/Child Worker : 0001

LEAVE WITH WAGES REGISTERS

NAME OF FACTORY :

No.....
Name : MR R.B.SINGH
Guardian Name : MR. C.K.SINGH
Date of Discharge / /
Date and amount of payment made in lieu of leave due _____

Date of Entry into service : 01/09/1998

Calender year of service	Wages Period during ..... to ...	Wages earned during the wages period	No of days worked during the calender year: No. of days work performed	No. of days of lay of	No. of days of mater-nity leave	No. of days of leave enjoyed	Total of column 4,6 and 7	Leave Credit: Balance of leave from preceding year	Leave Credit: Leave earned during the year mentioned in column 1	Total of column 9 and 10	Whether leave in accord-ance with scheme under sec 79(8) was refused	Leave enjoyed: From	Leave enjoyed: To	No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivalent advantage accruing through concession-nal sales of food grains & other particulars	Rate of wages for the leave period (total of column 15 and 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI
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
2004	Jan		27.00		0.00	0.00	27.00	0.00	0.00	0.00									0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	Feb		24.00		0.00	0.00	24.00	0.00	0.00	0.00									0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00
	Mar		27.00		0.00	0.00	27.00	0.00	0.00	0.00									0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	Apr		26.00		0.00	0.00	26.00	0.00	0.00	0.00									0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00

6. MASTERS REPORTS

6.1 COMPANY MASTER

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

Page No.: 1

COMPANY MASTER

S.NO.	Company Code	Company Name	Short Name
1	C01	DEMO COMPANY	DEMO
2	C1	CINZOA	

6.2 DEPARTMENT MASTER

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

Page No.: 1

DEPARTMENT MASTER

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.

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 NO.	Payroll Code	Emp. Code	Date of Birth	Sex	N A M E	Guardian's Name	Designation Category	Joining Date	Authorised Shift	Shift Type	Shift Pattern	WEEKLY OFF 1st	WEEKLY OFF 2nd	<--2nd Weekly Off--> F/H	<--2nd Weekly Off--> Shift	<--2nd Weekly Off--> Days	OT Allowed OT Rate	Round The Clock
1	0001	00000001	01/07/1962	M	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE STAFF	01/09/1998	E01,N01	F		SUN	NON	F			Y 0.00	Y
2	0002	00000002	01/07/1973	M	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR WORKER	01/01/1999		F		SUN	NON	F			Y 0.00	Y
3	0003	00000003	05/06/1982	M	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER WORKER	01/09/1999		F		SUN	NON	F			Y 0.00	Y
4	0004	00000004	01/03/1967	M	MR SANJAY ARORA	MR D.C.ARORA	MGR (QC & PROD) MANAGEMENT	03/09/2001		F		SUN	NON	F			Y 0.00	N
5	0005	00000005	12/10/1971	M	MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE STAFF	22/01/2002		F		SUN	NON	F			Y 0.00	N
6	0006	00000006	01/11/1983	M	MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER WORKER	01/04/2002		F		SUN	NON	F			Y 0.00	Y
7	0007	00000007	21/07/1969	M	MR ABDUL SAMAD	MR LATE MD. MEHBOOB	CUTTING MASTER WORKER	01/05/2002		F		SUN	NON	F			Y 0.00	Y
8	0008	00000008	28/06/1982	M	MS. SUNITA RAI		ASSTT ACC INCHARGE STAFF	24/02/2003		F		SUN	NON	F			Y 0.00	N
9	0009	00000009	13/01/1973	M	MR SHAJI MATHEW	MR V.J.MATHEW	DOC ASSTT. STAFF	05/07/2002		F		SUN	NON	F			Y 0.00	N

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 NO.	Payroll Code	Emp. Code	Date of Birth	Sex	Blood Group	N A M E	Guardian's Name	Designation Category	<----------Address ----------> Permanent	Local	Joining Date	Qualification	Experience	Bus Route
1	0001	00000001	01/07/1962	M	N/A	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE STAFF	VILL &PO-RAM GARHA, DISTT SIWAN, BIHAT	GALI NO 6, KHORA COLONY, SHANKAR VIHAR GZB , UP	01/09/1998	MATRIC		
2	0002	00000002	01/07/1973	M	N/A	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR WORKER	VPO CHAKIA , DISTT BHOJ PUR AARA BIHAR	G6 HARKESH NAGAR ND 20	01/01/1999	MATRIC		
3	0003	00000003	05/06/1982	M	N/A	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER WORKER	VILL DARWA KHUD, PO BARU THAOR KALA, DISTT BASTI, UP	146 SARAI KALE KHAN , NIZAMUDDIN, ND	01/09/1999	MATRIC		
4	0004	00000004	01/03/1967	M		MR SANJAY ARORA	MR D.C.ARORA	MGR (QC & PROD) MANAGEMENT	SAME AS ABOVE	5/40A , MOTI NAGAR, NEW DELHI 15	03/09/2001			
5	0005	00000005	12/10/1971	M		MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE STAFF	EDAYAT HOUSE , ERUVA EANT ERUVA P.O , KAYAM KULLAM, ALLEPPAY, KERALA	28/1286, MADAN GIR , ND	22/01/2002			
6	0006	00000006	01/11/1983	M		MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER WORKER DISTT- GAYA , BIHAR.	VILL - CHATISAPUR, PO CHANDONI, BHAGWAN PUR.	Z 22, MANAV KALYAN CAMP, BADARPUR, ND-44	01/04/2002			

6.8 HOLIDAY MASTER

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

Page No. 1

LIST OF HOLIDAY
YEAR :- 2004

S.NO.	Date	Holiday	Adj Date	OT Factor
1	26/01/2004	REPUBLIC DAY		1.00
2	15/08/2004	INDEPENDENCE DAY		1.00

6.9 CARD REPLACEMENT MASTER

If an employee looses his card due to any reason, a fresh card can be issued to the employee and the data can be accessed with the old card number. On receiving the old card, the new card can be deleted and data will come as per the old card and the employee can punch the new card. The report gives the details of the card replaced.

LIST OF CARD REPLACEMENT

S.NO.	Emp.	N A M E	Date	New Emp.
1	00000001	MR R.B.SINGH	01/04/2004	00002658
2	00000006	MR PARMOD KUMAR	15/04/2004	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					