Over Time Working Hours Details of March/April Month

Date	In Time	Out Time	In Remarks	Out Remarks	Status	OT
3/15/2019 Friday	6:55 AM	6:18 PM			P	3.5
3/20/2019 Wednesday	12:41 PM	5:07 PM	Holi Day	Punch out	H	
3/29/2019 Friday	8:23 AM	5:10 PM		out	P	2.5
4/6/2019 Saturday	9:59 AM	1:29PM	Holiday support (DR)	Holiday support (DR)	P WO	H

Total Hours	6
Holidays	2 Days

Claimed By: **Reviewed By:**   **Approved By:**

Suman Shrestha (SS3797)   **Jinesh Poudyal**   **Ishwori Pd. Shrestha**

Assistant - IT   **Senior Officer-IT**   **Head- IT**