**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 | Bottom of Form  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** |  |