

ABSENCE RECORD CARD

Department : MANAGING ADMINISTRATION

Designation : MANAGING DIRECTOR

Employee Code: AHM9

Employee Name: SAINIK ROY

Year: 2024

	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	31
Jan																															
Feb																															
Mar			Off	Off						Off	Off						Off	Off						Off	Off				PH		Off
Apr	PH																														
May	PH																														
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																									PH	PH					

A : Authorised Absence

H : Holiday

L : Leave

Off : Offday

P : Present

PH : Public Holiday

U : Unauthorized Absent

SL : Sick Leave