

ABSENCE RECORD CARD

Department : MANAGING ADMINISTRATION
Employee Name: SAINIK ROY

Designation : MANAGING DIRECTOR
Year: 2024

Employee Code: AHM9

	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