

Daily Task Report & Daily Activity Report

Format of Daily Task Report

DTR for is a global concept. We had customized this format as per our requirement and needs.

DTR AS ON :							
Daily Task Report							
Sr. No	Task	Any Rocks	Time Duration Planned	Actual Time consumed	Assign to	Status	Remark/Justification
1							
2							
4							
5							
6							
7							
8							
9							
10							
11							

DTR Guidelines

- DTR shall be prepared by each employee (Staff) on daily basis
- DTR to be send to HOD before 9:30am through mail.
- HOD of each department will review the DTR of His / Her Subordinates and send the same to His/ her subordinates with HOD comment after review before 10:00am.
- If there is any meeting(s) in the morning hours, the email can be sent Till 11.00 AM.
- Task is decided by the each employee(s) in consultation with his / her Reporting Manager on every day first in the Morning.
- Actual Time Consumed, Status and Remark/Justification shall be filled in DAR
- * In absence of HOD, second-in-command will Review the DTR of subordinates.
- All the open points of DTR shall be mentioned in GREEN color.

DAR

(Daily Activity Report)

DAR AS ON							
Daily Activity Report							
Sr. No	Task	Any Rocks	Time Duration	Actual Time	Assign to	Status	Remark/Justification
1							
2							
4							
5							
6							
7							
8							
9							
10							
11							
12							

DAR Guidelines

- DAR shall be prepared by each employee on daily basis
- DAR to be send to HOD before 5:00pm through mail.
- HOD of each department will review the DAR of His / Her Subordinates and send the same to His/ her subordinates with HOD comment after review before 5:30pm
- Actual Time Consumed, Status and Remark/Justification shall be filled in DAR
- * In absence of HOD, second-in-command will review the DAR of Subordinates.
- All the open points of DAR shall be mentioned in GREEN color.
- All the closed points of DAR shall be mentioned in RED color.

Why Purpose?

DTR / DAR is an effective tool to monitor all work to be done under HOD, by the employee.

DTR means organized the task, trained the staff, develop and strengthen the department.