

Project Name & Location		PRP-VII RTR   On-board Semec Princess / Mumbai High																																					
ATTENDANCE FOR THE MONTHS OF (01st May to 31st May 2023)																															TOTAL								
Sl.No.	Employee Name	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	P	W/O	CL	H			
1	Yash Deepak Vaiti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	0	0	0			

Note:

1

Weekly off to be in prorata basis.

1 - 4 days (1 W/O), 5 - 11 days ( 2 W/O), 12 - 18 days (3 W/O), 19-25 ( 4 W/O ) and 26 - 31 ( 5 W/O) and so on

2

Other than the weekly off , the leave taken should be considered CL/L

3

If Present days is 26, the billed days will be for complete month (i.e 30, or 31 days)

NAME	Total Days in month	Week Off	Leave/ Absent days	Holidays	Present days
Yash Deepak Vaiti	31	0	0	0	31

Reference

w/o - Week Off

CL - Casual Leave

H - Public / Government Holidays

Checked By  
Engineer

Verified By  
Site Incharge