ATTENDANCE FOR THE MONTHS OF (01st Mar to 31st Mar 2023)

Project Name & Location

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
																																			TOTAL		
1	SUDHI SURENDRAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P									23	0	0	0

Note:

Weekly off to be in prorata basis.

1. 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
SUDHI SURENDRAN	31	0	0	0	23

Reference

W/O - Week Off   CL - Casual Leave   H - Public / Government Holidays

Checked By
Engineer

SUDHI· S
LTEH - HSE
25-05-23

Verified By
Site Incharge