

MOVEMENT RECORD FORM

DESIGNATION :

EMP. NO & COMPANY

[illegible]

Note :

(Head of Company/Div.

Date :

1. Type of movement to be recorded in this form
 - A. Official Duties : Late In, Early Out & Outstation for the whole day
 - B. Personal matters : Allowable Time-Off of 1.5 hours (max) in a month
 - C. Overnight time off : After working continuously after midnight
2. The form is to be submitted to GHCD by 5th of the following month