Dear Sir,   
Please find my DSR.  
Today’s DSR –

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Project Name** | **Task Name** | **Description** | **Hours** | **Time** | **Status** |
| 30/11/2016 | Adhoc | Work on RND on updates inbound leads | Work on RND on updates inbound leads | 1.5 | 10.00AM – 11.30AM | DONE |
| 30/11/2016 | Lite Life | Task understanding with BA | Task understanding with BA | 1 | 11.30AM – 12.30PM | DONE |
| 30/11/2016 | Lite Life | Work on newsletter list | Work on newsletter list | .75 | 12.30PM – 01.10PM | DONE |

Tomorrow, I would be working on –

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Project Name** | **Task Name** | **Description** | **Expected**  **Hours** | **Expected**  **Time** | **Expected**  **Status** |
| 01/12/2016 | LiteLife | Work on LiteLife | Work on LiteLife | 08 | 10AM-7PM |  |