

HQ : MOHALI
Month&Year : JAN-2022

Division : GG India - W Merind
Emp Code : 00067807

Designation : Territory Manager
Name : Kamal Kumar

L1:00000000/
EST:00000000/

| Date | Day | Att/Abs | Typ wrk | Mode | From | To | Trvl Mode | Self.Accomm | KM'S | Fare | DA | Transit | Loc.Tr.OS | Spec.App | TOTAL |
|------------|-----|------------------|----------------|------|------|----|-------------|-------------|------|------|----|---------|-----------|----------|-------|
| 01.01.2022 | Sat | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 02.01.2022 | Sun | Weekly Off | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 03.01.2022 | Mon | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 04.01.2022 | Tue | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 05.01.2022 | Wed | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 06.01.2022 | Thu | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 07.01.2022 | Fri | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 08.01.2022 | Sat | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 09.01.2022 | Sun | Weekly Off | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 10.01.2022 | Mon | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11.01.2022 | Tue | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12.01.2022 | Wed | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13.01.2022 | Thu | Holiday (Field E | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 14.01.2022 | Fri | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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|------------------|-----|-------------------|----------------|------------------|--------|-------------------|-------------|------------|------|-------------|-----|-------------|-----------|----------|-------|---|---|-----|
| 15.01.2022 | Sat | Weekly Off | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 16.01.2022 | Sun | Weekly Off | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 17.01.2022 | Mon | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 18.01.2022 | Tue | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 19.01.2022 | Wed | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 20.01.2022 | Thu | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 21.01.2022 | Fri | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 22.01.2022 | Sat | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 23.01.2022 | Sun | Weekly Off | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 24.01.2022 | Mon | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 26.01.2022 | Wed | Holiday (Field E | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 27.01.2022 | Thu | Non Work | WORK FROM HOME | | NA | NA | OWN VEHICLE | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 28.01.2022 | Fri | Field Work | HQ | | MOHALI | MOHALI | 2W | | 0 | 0 | 215 | 0 | 0 | 0 | 215 | | | |
| 29.01.2022 | Sat | Field Work | HQ | | MOHALI | MOHALI | 2W | | 0 | 0 | 215 | 0 | 0 | 0 | 215 | | | |
| 30.01.2022 | Sun | Weekly Off | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| 31.01.2022 | Mon | Field Work | HQ | | MOHALI | MOHALI | 2W | | 0 | 0 | 215 | 0 | 0 | 0 | 215 | | | |
| Foreign Allow: 0 | | Season Ticket : 0 | | Prev. Mth Ded: 0 | | Metro conv Amt: 0 | | Courier: 0 | | Covid OS: 0 | | Total Amt 0 | | 645 | 0 | 0 | 0 | 645 |

L+1Approval Date :

ESTApproval Date :

Signed By
PSR/SBO/ASM/RSM/SM

Approved By
ASM/RSM/SM

Note:prior Approval has been obtained from concerned L+1/L+2 for the day marked as leave