

**OFFICE PROCESS RECORD**  
**(Teknowledge Shared Services (PVT) LTD)**

|                                    |  |
|------------------------------------|--|
| Subject                            | SL Wadduwa Farm Weekly Productivity work sheets<br>Received Summary Report |
| Department                         | Labor Planning   |
| Recorder ( Name and Designation)   | Nilushika Damayanthi ( Assistant Labor Planner)                            |
| Approved By (Name and Designation) | Dilan  |
| Created Date                       | 7/3/2015   |
| Last Updated Date                  | 3/16/2016  |
| No of Pages Including the Pag      | 4 Pages  |

## **Interdiction**

SL Wadduwa Weekly Productivity work sheet received summary report

- The Weekly Productivity work sheet received summary report on every week Monday.
- Weekly Productivity work sheet received report need to be posted in SL Wadduwa Farm On every week Monday.

## **Content**

Following guidelines can be used when updating the Weekly Productivity work sheet received summary report.

- a. Daily Updated Productivity work sheets received summary data Enter to weekly Summary report date wise.
- b. Marked Daily updated Details tally with attendance and Labor Schedule Reports accordingly.
- c. Employees name wise Daily Productivity sheet sending total count reviewing.
- d. Daily Productivity work sheet not received total deduction Mentioned on Weekly Productivity work sheet report.

(If any employees did not send his productivity work sheets on that Production Date. Deduction will be per day Rs.50)

Process

How to Prepared Weekly Productivity received summary report.

- Daily Updated Productivity work sheets received summary data Enter to weekly Summary report date wise.

**Tropical Fish International (PVT) LTD**

**Wadduwa Farm Centre**

**SL Wadduwa Received Productivity worksheet Weekly Summary**

Report Date : 03/04/2016

Production Week of : 2/29/2016 to 3/06/2016

Report Created By : Nilushika Damayanthi

Note : This report is generated According to the SL Wadduwa Productivity work sheets

Worked And Didn't Submit their Productivity Worksheets ☐

Updated daily Productivity work sheets received summary

| EMPLOYEES            | 29-Feb |        | 1-Mar |       | 2-Mar |       | 3-Mar |       | PWS SUBMIT | Attendance | Total Deduction for week |
|----------------------|--------|--------|-------|-------|-------|-------|-------|-------|------------|------------|--------------------------|
|                      | MON    | MON    | TUE S | TUES  | WED   | WED   | THUR  | THUR  |            |            |                          |
| Manager / Supervisor |        | Value  |       | Value |       | Value |       | Value |            |            |                          |
| 1 Nilanka            |        |        |       |       |       |       |       |       | 0          | 4          | Rs. 0                    |
| 2 Wickramalal        |        |        |       |       |       |       |       |       | 0          | 3          | Rs. 0                    |
| 3 Mohan              |        |        |       |       |       |       |       |       | 0          | 2          | Rs. 0                    |
| Biologist            |        |        |       |       |       |       |       |       |            |            |                          |
| 4 Gowsala            |        |        |       |       |       |       |       |       | 0          | 3          | Rs. 0                    |
| 5 Tharindi Galhena   |        |        |       |       |       |       |       |       |            |            |                          |
| SMO Team             |        |        |       |       |       |       |       |       |            |            |                          |
| 6 Rolland            |        | Rs. 50 | ✓     |       | ✓     |       | ✓     |       | 3          | 4          | Rs. 50                   |
| 7 Nishah             | ✓      |        | ✓     |       | ✓     |       | ✓     |       | 4          | 4          | Rs. 0                    |
| 8 Duminda            | ✓      |        | ✓     |       | ✓     |       | ✓     |       | 4          | 4          | Rs. 0                    |
| 9 Frank              |        |        |       |       | ✓     |       | ✓     |       | 2          | 2          | Rs. 0                    |
| MTW Team             |        |        |       |       |       |       |       |       |            |            |                          |

Date wise each employee's sheet received details

- Marked Daily updated Details tally with attendance and Labor Schedule Reports accordingly.

# Tropical Fish International (PVT) LTD

## Wadduwa Marine Centre

Labor schedule for the Week of 01/26/2015 to 02/01/2015

Last Updated - 01-24-2015

| Employee             | Monday 01/26 |       | Tuesday 01/27 |       | Wednesday 01/28 |       | Thursday 01/29 |       | Friday 01/30 |  |
|----------------------|--------------|-------|---------------|-------|-----------------|-------|----------------|-------|--------------|--|
| Manager / Supervisor | In           | Out   | In            | out   | In              | Out   | In             | Out   | In           |  |
| Nilanka              |              |       | 8:30          | 17:30 | 8:30            | 17:30 | 8:30           | 17:30 | 8:30         |  |
| Thilini              | 8:30         | 17:30 | 8:30          | 17:30 | 8:30            | 17:30 | 8:30           | 17:30 | 8:30         |  |
| Bandara              | 8:00         | 17:00 | 8:00          | 17:00 | 8:00            | 17:00 | 8:00           | 17:00 | 8:00         |  |
| Biologist            | In           | Out   | In            | Out   | In              | Out   | In             | Out   | In           |  |
| Mohan                | 8:30         | 17:30 | 8:30          | 17:30 | 8:30            | 17:30 | 8:30           | 17:30 | 8:30         |  |
| Gowsala              | 8:30         | 17:30 | 8:30          | 17:30 | 8:30            | 17:30 | 8:30           | 17:30 |              |  |
| SMO Team             | In           | Out   | In            | out   | In              | Out   | In             | Out   | In           |  |

Each employee's  
names and Schedule  
dates

- Employees name wise Daily Productivity sheet sent total count reviewing.
- Daily Productivity work sheet not received total deduction Mentioned on Weekly Productivity work sheet report.

# Tropical Fish International (PVT) LTD

## Wadduwa Farm Centre

### SL Wadduwa Received Productivity worksheet Weekly Summary

Report Date : 03/04/2016

Production Week of : 2/29/2016 to 3/06/2016

Report Created By : Nilushika Damayanathi

Note : This report is generated According to the SL Wadduwa Productivity work sheets

Worked And Didn't Submit their Productivity Worksheets

Daily sheet sent total count

|                      |                  | 29-Feb |        | 1-Mar    |       | 2-Mar |       | 3-Mar |       | PWS<br>SUBMIT | Attende<br>nce | Total<br>Deduction<br>for week |
|----------------------|------------------|--------|--------|----------|-------|-------|-------|-------|-------|---------------|----------------|--------------------------------|
| EMPLOYEES            |                  | MON    | MON    | TUE<br>S | TUES  | WED   | WED   | THUR  | THUR  |               |                |                                |
| Manager / Supervisor |                  |        | Value  |          | Value |       | Value |       | Value |               |                |                                |
| 1                    | Nilanka          |        |        |          |       |       |       |       |       | 0             | 4              | Rs. 0                          |
| 2                    | Wickramalal      |        |        |          |       |       |       |       |       | 0             | 3              | Rs. 0                          |
| 3                    | Mohan            |        |        |          |       |       |       |       |       | 0             | 2              | Rs. 0                          |
| Biologist            |                  |        |        |          |       |       |       |       |       |               |                |                                |
| 4                    | Gowwala          |        |        |          |       |       |       |       |       | 0             | 3              | Rs. 0                          |
| 5                    | Tharindi Galhena |        |        |          |       |       |       |       |       |               |                |                                |
| SMO Team             |                  |        |        |          |       |       |       |       |       |               |                |                                |
| 6                    | Rolland          |        | Rs. 50 | ✓        |       | ✓     |       | ✓     |       | 3             | 4              | Rs. 50                         |
| 7                    | Nishan           | ✓      |        | ✓        |       | ✓     |       | ✓     |       | 4             | 4              | Rs. 0                          |
| 8                    | Duminda          | ✓      |        | ✓        |       | ✓     |       | ✓     |       | 4             | 4              | Rs. 0                          |
| 9                    | Frank            |        |        |          |       | ✓     |       | ✓     |       | 2             | 2              | Rs. 0                          |
| MTW Team             |                  |        |        |          |       |       |       |       |       |               |                |                                |

Weekly total deduction

Daily absent staff recording to orange colour in weekly summary report