

ATTENDANCE SHEET FOR THE MONTH OF APRIL 2025

Name & Designation	Mr.M.GUNASEKAR Employee Code: CE-5532 FMS	Directorate SIRO	Location Chennai
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	1		8		15		22		29	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Time	9:28	18:13	9:31	18:16	9:28	18:30	9:55	18:30	9:05	18:05
Signature	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar
Counter Sign Receptionist/ Security										
	2		9		16		23		30	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Time	9:40	18:18	9:35	18:05	9:00	18:10	Comp OFF	Comp OFF	9:08	18:26
Signature	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar
Counter Sign Receptionist/ Security										
	3		10		17		24		31	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Time	9:30	18:05	5:45	8:00	9:00	18:00	11:14	6:05		
Signature	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar		
Counter Sign Receptionist/ Security										
	4		11		18		25		No. of Working days - 26	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Time	9:00	18:00	9:00	9:08			10:15	8:00		
Signature	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar			M. Gunasekar	M. Gunasekar		
Counter Sign Receptionist/ Security										
	5		12		19		26		No. of Comp. Off - 1	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Time	8:55	9:15	9:00	18:00	9:10	18:16	9:55	18:05		
Signature	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar		
Counter Sign Receptionist/ Security										
	6		13		20		27		No. of Holidays - 3	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Time			9:30	18:05	9:30	18:10	11:16	7:02		
Signature			M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar		
Counter Sign Receptionist/ Security										
	7		14		21		28			
	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
Time	9:30	18:00			9:30	18:05	9:30	18:05		
Signature	M. Gunasekar	M. Gunasekar			M. Gunasekar	M. Gunasekar	M. Gunasekar	M. Gunasekar		
Counter Sign Receptionist/ Security										
Forwarded to Dte. Of IT Through Departmental D					For use in Dte. of HR					
Date: 3/6/25					Recd. On: _____					
Authorised Signatory					Remarks, if any _____					

* Kailash Alternate person assigned

* Late coming

(ROBY JOSEPH)