

DAILY TIME RECORD

NAME

For the month of 20
official hours for arrival (Regular) days and
departure (Saturdays)

AM			PM		UNDERTIME	
Day	IN	OUT	IN	OUT	HR	MIN.
1						
2						
3						
4						
5						
6						
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31						

I CERTIFY on my honor that the above is a true
and correct report of work performed, record of which
was made daily at the time of arrival and departure
from office.

Verified as to the prescribed office hours

In - Charge