Contract No. 44000-------
RFX No.

CONTRACTOR PERSONNEL TIMESHEET

الشركة السعودية للكهرباء
Saudi Electricity Company
Diligently Serving You

Sector	ITC	Org. Code Title		Contract No.	4400015677	
Department	IT Systems Operation Departme	Org. Code Number		Contract Title	ITC MANPOWER CONTRACT	Serv.Order #
Oper. Area		Cost Object No.		Contractor Name	SAUDI BUSINESS MACHINES LIMITED (SBM)	
Vacation Days	30	Vacation Approved	12	Vacation Quota Balance	18	

Contractor's Employee		Item /Job Code No.	Job Title	Type	Month : APRIL																				Year : 2022													Total Hours
ID Number	Name				1-1	1-2	1-3	1-4	1-5	1-6	1-7	1-8	1-9	1-10	1-11	1-12	1-13	1-14	1-15	1-16	1-17	1-18	1-19	1-20	1-21	1-22	1-23	1-24	1-25	1-26	1-27	1-28	1-29	1-30	1-31	
	Kokolu Prabhakar Rao	963	Senior Project Manager	Regular																																0
				Offshore	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	0	160
				Overtime																																	0
				Totals	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0	0	160

NOTES:

▫The Form is to be approved by Division Manager or Above.

▫Fill the pre-approved overtime from the authorized person according to the Company Rules.

▫Original Soft/Hard copy of the Form is accepted.

▫Attach Medical report in case of Sick Leave along with approved sick leave form.

▫Attach official report copy for (Marriage / Newborn / Death) with proof certification.

▫Any erasure/correction in the Form will render it invalid. (Except SEC authorized Personnel).

Filling Instructions

▫Fill in Actual Working Hours only.

▫Highlight Weekends - Holidays - Saudi National Day.

Symbol	Represent
X	Weekends
H	Holidays
V	Vacations
L	Leave Without Pay
E	Emergency Leave
S	Sick Leave
M	Marriage
NB	Newborn
D	Death
Z	Leave Without Permission

Contractor's Employee

Name :	Prabhakar Rao Kokolu
Title :	Sr. Project Manager
Badge #	
Division:	
Department:	IT Systems Operation Department
Phone #	0091-9515711702
Email :	prkokolu@se.com.sa
Signature :	

Company Approval

Name :	Mohammed Ali Almana
Title :	Operating Systems Support Division Manager
Badge #	81954
Division:	Operating Systems Support Division
Department:	Utility & Smart Solutions
Phone #	01 72319633
Email :	maaseeri3@se.com.sa
Signature :	