

**Eviska Infotech Private Limited (Mumbai)**

38, Sethi Industrial Estate, Suren Road, Near WEH Metro Station, Andheri (E)

**Time Card Report****Print Date:** 04-May-2021**From Date :** 01-May-2021**To Date :** 04-May-2021**Print Time:**11:54:19

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**Employee Information :**

Emp Code : P001      Emp Name : Gourang Katre  
Company : Eviska Infotech Private Limited      Branch : Mumbai  
Designation : CEO      Department : MANAGEMENT

Date	Shift	Log In	Log Out	Late	Early	Wrk Hrs	Extra Hrs	Late Count	Status
01/05/2021	HH	00:00	00:00	00:00	00:00	00:00	00:00	0	HOHO
02/05/2021	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
03/05/2021	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
04/05/2021	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA

Notation : PP-Half Day Present ,PPPP- Full Day Present ,AA-Half Day Absent , AAAA- Full Day Absent ,OD-Half DayOutDoor , ODOd- Full Day OutDoor ,TOTO- Full Day Tour , COCO - Comp Off, LWP- Leave Without Pay , PL-Privilege Leave,CL-Casual Leave WOWO -Week Off , HHHH- Holiday, # - Condone Entry , \* - Adjustment Entry and Exception Entry.

Red Colour - AAAA, Blue colour - Half day absent or half day present ,Orange colour - After 3 rd Late count. Green Colour - Late / Early Column. Priority of the colour - ( First priority for full day Absent,Second Priority for Half day absent or Half day present ,Third priority- After 3 rd late count ).

Note : after every 3rd late count , half day will get deduct.

Manager

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**Employee Information :**

Emp Code : P002      Emp Name : Ratnakar Kulkarni  
Company : Eviska Infotech Private Limited      Branch : Mumbai  
Designation : DIRECTOR      Department : MANAGEMENT

Date	Shift	Log In	Log Out	Late	Early	Wrk Hrs	Extra Hrs	Late Count	Status
01/05/2021	HH	00:00	00:00	00:00	00:00	00:00	00:00	0	HOHO
02/05/2021	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
03/05/2021	GEN	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
04/05/2021	GEN	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA

Notation : PP-Half Day Present ,PPPP- Full Day Present ,AA-Half Day Absent , AAAA- Full Day Absent ,OD-Half DayOutDoor , ODOD- Full Day OutDoor ,TOTO- Full Day Tour , COCO - Comp Off, LWP- Leave Without Pay , PL-Privilege Leave,CL-Casual Leave WOWO -Week Off , HHHH- Holiday, # - Condone Entry , \* - Adjustment Entry and Exception Entry.

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Manager

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**Employee Information :**

Emp Code : P003      Emp Name : Nalini Kulkarni  
Company : Eviska Infotech Private Limited      Branch : Mumbai  
Designation : DIRECTOR      Department : MANAGEMENT

Date	Shift	Log In	Log Out	Late	Early	Wrk Hrs	Extra Hrs	Late Count	Status
01/05/2021	HH	00:00	00:00	00:00	00:00	00:00	00:00	0	HOHO
02/05/2021	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
03/05/2021	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
04/05/2021	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA

Notation : PP-Half Day Present ,PPPP- Full Day Present ,AA-Half Day Absent , AAAA- Full Day Absent ,OD-Half DayOutDoor , ODOD- Full Day OutDoor ,TOTO- Full Day Tour , COCO - Comp Off, LWP- Leave Without Pay , PL-Privilege Leave,CL-Casual Leave WOWO -Week Off , HHHH- Holiday, # - Condone Entry , \* - Adjustment Entry and Exception Entry.

Red Colour - AAAA, Blue colour - Half day absent or half day present ,Orange colour - After 3 rd Late count. Green Colour - Late / Early Column. Priority of the colour - ( First priority for full day Absent,Second Priority for Half day absent or Half day present ,Third priority- After 3 rd late count ).

Note : after every 3rd late count , half day will get deduct.

Manager