

**(Provisional Report) Daily Cost Summary - 14th Feb 2026**

Headcount: 289 | Full Day: 272 | Half Day: 17 | Working Cost: ₹1,61,610 | OT Hrs: 591.5 | OT Charges: ₹35,769 | Total: ₹1,97,379

## Month-to-Date (MTD) Report

Period: 1st Feb 2026 to 14th Feb 2026

| Date         | Headcount | Full Day | Half Day | Working Cost      | OT Hours | OT Charges       | Total Cost        |
|--------------|-----------|----------|----------|-------------------|----------|------------------|-------------------|
| 2026-02-01   | 5         | 4        | 1        | ₹0                | 30.0     | ₹2,748           | ₹2,748            |
| 2026-02-02   | 304       | 301      | 3        | ₹1,78,749         | 645.5    | ₹39,824          | ₹2,18,573         |
| 2026-02-03   | 295       | 294      | 1        | ₹1,73,850         | 580.5    | ₹35,494          | ₹2,09,344         |
| 2026-02-04   | 298       | 295      | 3        | ₹1,75,830         | 418.5    | ₹26,329          | ₹2,02,159         |
| 2026-02-05   | 299       | 297      | 2        | ₹1,75,941         | 489.5    | ₹30,049          | ₹2,05,990         |
| 2026-02-06   | 295       | 291      | 4        | ₹1,73,760         | 586.5    | ₹36,241          | ₹2,10,001         |
| 2026-02-07   | 287       | 283      | 4        | ₹1,68,265         | 490.5    | ₹29,930          | ₹1,98,195         |
| 2026-02-08   | 12        | 12       | 0        | ₹0                | 97.0     | ₹5,408           | ₹5,408            |
| 2026-02-09   | 264       | 261      | 3        | ₹1,55,600         | 182.5    | ₹11,466          | ₹1,67,066         |
| 2026-02-10   | 276       | 276      | 0        | ₹1,64,408         | 459.5    | ₹28,446          | ₹1,92,854         |
| 2026-02-11   | 281       | 280      | 1        | ₹1,66,210         | 599.5    | ₹37,754          | ₹2,03,964         |
| 2026-02-12   | 288       | 286      | 2        | ₹1,69,600         | 539.0    | ₹32,919          | ₹2,02,519         |
| 2026-02-13   | 297       | 297      | 0        | ₹1,66,944         | 593.0    | ₹36,897          | ₹2,03,841         |
| 2026-02-14   | 289       | 272      | 17       | ₹1,61,610         | 591.5    | ₹35,769          | ₹1,97,379         |
| <b>TOTAL</b> |           |          |          | <b>₹20,30,767</b> |          | <b>₹3,89,274</b> | <b>₹24,20,041</b> |

## Employee Missing Data

### Missing Attendance from API or Status is Absent

| Employee ID          | Reason   |
|----------------------|--|
| AKE0374 MANEETA      | Missing attendance from API or Status is Absent But Attendance marked by App |
| AKE0374 MANEETA VIND | Missing attendance from API or Status is Absent But Attendance marked by App |
| KM2513 ABHISHEK      | Missing attendance from API or Status is Absent But Attendance marked by App |
| KM2543 VARSHA        | Missing attendance from API or Status is Absent But Attendance marked by App |
| OR6843 POOJA SINGH   | Missing attendance from API or Status is Absent But Attendance marked by App |

### Attendance Not Marked By App

No records in this category.

## Attendance by Department & Station

| Department   | Station                     | Count      |
|--------------|-----------------------------|------------|
| Paytm Fresh  | Production                  | 111        |
| Refurb       | Production                  | 67         |
| Refurb       | Repair                      | 24         |
| Refurb       | OQC                         | 18         |
| Paytm Fresh  | OQC                         | 8          |
| Overheads    | LAB R&D;                    | 6          |
| Overheads    | IQC RM                      | 5          |
| Overheads    | Main Store                  | 5          |
| Refurb       | Inwarding                   | 4          |
| Refurb       | PDI                         | 4          |
| Refurb       | Scrap                       | 4          |
| Standee      | Standee                     | 4          |
| Apollo       | Production                  | 3          |
| Overheads    | MIN Team                    | 3          |
| Overheads    | Mini Store Basement         | 3          |
| Overheads    | Jig and Fixture Maintenance | 2          |
| Overheads    | Pantry                      | 2          |
| Overheads    | Lift Man                    | 2          |
| Overheads    | Loading                     | 2          |
| Overheads    | Unloading                   | 2          |
| Overheads    | SMT IQC                     | 2          |
| Overheads    | SMT Store                   | 2          |
| Apollo       | QC                          | 1          |
| Paytm Fresh  | PDI                         | 1          |
| Paytm Fresh  | PQC                         | 1          |
| Overheads    | Facility Maintenance        | 1          |
| Overheads    | House Keeping               | 1          |
| Overheads    | Mini Store First Floor      | 1          |
| <b>TOTAL</b> |                             | <b>289</b> |

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Headcount: 289 | Full Day: 272 | Half Day: 17 | Working Cost: ₹1,61,610 | OT Hrs: 591.5 | OT Charges: ₹35,769 | Total: ₹1,97,379

## Department Cost & Production (By Responsible Person)

### Responsible Person: Ankur

| Department   | Station      | Head Count | Work Hrs     | Work Cost      | OT Hrs       | OT Cost       | Total Cost     | Production   | Per Unit     |
|--------------|--------------|------------|--------------|----------------|--------------|---------------|----------------|--------------|--------------|
| Apollo       | <b>Total</b> | <b>1</b>   | <b>12.0</b>  | <b>₹576</b>    | <b>3.0</b>   | <b>₹195</b>   | <b>₹771</b>    |              |              |
|              | QC           | 1          | 12.0         | ₹576           | 3.0          | ₹195          | ₹771           |              |              |
| Overheads    | <b>Total</b> | <b>7</b>   | <b>81.8</b>  | <b>₹4,311</b>  | <b>18.0</b>  | <b>₹1,089</b> | <b>₹5,400</b>  |              |              |
|              | IQC RM       | 5          | 59.6         | ₹2,715         | 15.0         | ₹903          | ₹3,618         |              |              |
|              | SMT IQC      | 2          | 22.1         | ₹1,596         | 3.0          | ₹186          | ₹1,782         |              |              |
| Paytm Fresh  | <b>Total</b> | <b>10</b>  | <b>119.9</b> | <b>₹4,960</b>  | <b>30.0</b>  | <b>₹1,653</b> | <b>₹6,613</b>  | <b>11090</b> | <b>₹0.6</b>  |
|              | OQC          | 8          | 96.0         | ₹3,892         | 24.0         | ₹1,299        | ₹5,191         |              |              |
|              | PDI          | 1          | 12.0         | ₹534           | 3.0          | ₹177          | ₹711           |              |              |
|              | PQC          | 1          | 12.0         | ₹534           | 3.0          | ₹177          | ₹711           |              |              |
| Refurb       | <b>Total</b> | <b>50</b>  | <b>541.1</b> | <b>₹30,242</b> | <b>93.0</b>  | <b>₹6,168</b> | <b>₹36,410</b> | <b>3340</b>  | <b>₹10.9</b> |
|              | OQC          | 18         | 202.1        | ₹9,644         | 45.0         | ₹2,679        | ₹12,323        |              |              |
|              | PDI          | 4          | 47.9         | ₹2,644         | 12.0         | ₹903          | ₹3,547         |              |              |
|              | Repair       | 24         | 255.2        | ₹15,726        | 36.0         | ₹2,586        | ₹18,312        |              |              |
|              | Scrap        | 4          | 35.9         | ₹2,228         | 0.0          | ₹0            | ₹2,228         |              |              |
| <b>Total</b> |              | <b>68</b>  | <b>754.8</b> | <b>₹40,089</b> | <b>144.0</b> | <b>₹9,105</b> | <b>₹49,194</b> |              |              |

## Department Cost & Production (By Responsible Person)

**Responsible Person: Ashutosh Mishra**

| Department   | Station      | Head Count | Work Hrs     | Work Cost     | OT Hrs     | OT Cost     | Total Cost    | Production  | Per Unit    |
|--------------|--------------|------------|--------------|---------------|------------|-------------|---------------|-------------|-------------|
| Overheads    | <b>Total</b> | <b>4</b>   | <b>40.4</b>  | <b>₹2,677</b> | <b>3.0</b> | <b>₹177</b> | <b>₹2,854</b> |             |             |
|              | Loading      | 2          | 19.5         | ₹1,576        | 0.0        | ₹0          | ₹1,576        |             |             |
|              | Unloading    | 2          | 20.9         | ₹1,101        | 3.0        | ₹177        | ₹1,278        |             |             |
| Refurb       | <b>Total</b> | <b>4</b>   | <b>36.8</b>  | <b>₹2,168</b> | <b>6.0</b> | <b>₹372</b> | <b>₹2,540</b> | <b>3340</b> | <b>₹0.8</b> |
|              | Inwarding    | 4          | 36.8         | ₹2,168        | 6.0        | ₹372        | ₹2,540        |             |             |
| Standee      | <b>Total</b> | <b>4</b>   | <b>36.2</b>  | <b>₹2,644</b> | <b>0.0</b> | <b>₹0</b>   | <b>₹2,644</b> | <b>2560</b> | <b>₹1.0</b> |
|              | Standee      | 4          | 36.2         | ₹2,644        | 0.0        | ₹0          | ₹2,644        |             |             |
| <b>Total</b> |              | <b>12</b>  | <b>113.4</b> | <b>₹7,489</b> | <b>9.0</b> | <b>₹549</b> | <b>₹8,038</b> |             |             |

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## Department Cost & Production (By Responsible Person)

### Responsible Person: Awakash

| Department   | Station  | Head Count | Work Hrs    | Work Cost     | OT Hrs     | OT Cost     | Total Cost    | Production | Per Unit |
|--------------|----------|------------|-------------|---------------|------------|-------------|---------------|------------|----------|
| Overheads    | Total    | 6          | 56.5        | ₹4,604        | 2.5        | ₹182        | ₹4,786        |            |          |
|              | LAB R&D; | 6          | 56.5        | ₹4,604        | 2.5        | ₹182        | ₹4,786        |            |          |
| <b>Total</b> |          | <b>6</b>   | <b>56.5</b> | <b>₹4,604</b> | <b>2.5</b> | <b>₹182</b> | <b>₹4,786</b> |            |          |

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## Department Cost & Production (By Responsible Person)

### Responsible Person: Pankaj

| Department   | Station      | Head Count | Work Hrs      | Work Cost      | OT Hrs       | OT Cost        | Total Cost       | Production   | Per Unit     |
|--------------|--------------|------------|---------------|----------------|--------------|----------------|------------------|--------------|--------------|
| Apollo       | <b>Total</b> | <b>3</b>   | <b>35.5</b>   | <b>₹2,176</b>  | <b>6.0</b>   | <b>₹378</b>    | <b>₹2,554</b>    |              |              |
|              | Production   | 3          | 35.5          | ₹2,176         | 6.0          | ₹378           | ₹2,554           |              |              |
| Paytm Fresh  | <b>Total</b> | <b>111</b> | <b>1226.8</b> | <b>₹55,462</b> | <b>255.0</b> | <b>₹14,630</b> | <b>₹70,092</b>   | <b>11090</b> | <b>₹6.3</b>  |
|              | Production   | 111        | 1226.8        | ₹55,462        | 255.0        | ₹14,630        | ₹70,092          |              |              |
| Refurb       | <b>Total</b> | <b>67</b>  | <b>744.6</b>  | <b>₹37,164</b> | <b>134.0</b> | <b>₹8,000</b>  | <b>₹45,164</b>   | <b>3340</b>  | <b>₹13.5</b> |
|              | Production   | 67         | 744.6         | ₹37,164        | 134.0        | ₹8,000         | ₹45,164          |              |              |
| <b>Total</b> |              | <b>181</b> | <b>2007.0</b> | <b>₹94,802</b> | <b>395.0</b> | <b>₹23,008</b> | <b>₹1,17,810</b> |              |              |

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## Department Cost & Production (By Responsible Person)

Responsible Person: Sumit

| Department   | Station                     | Head Count | Work Hrs    | Work Cost     | OT Hrs     | OT Cost     | Total Cost    | Production | Per Unit |
|--------------|-----------------------------|------------|-------------|---------------|------------|-------------|---------------|------------|----------|
| Overheads    | Total                       | 6          | 65.2        | ₹4,842        | 8.0        | ₹633        | ₹5,475        |            |          |
|              | Facility Maintenance        | 1          | 11.9        | ₹857          | 3.0        | ₹294        | ₹1,151        |            |          |
|              | House Keeping               | 1          | 11.4        | ₹827          | 0.0        | ₹0          | ₹827          |            |          |
|              | Jig and Fixture Maintenance | 2          | 22.4        | ₹1,576        | 3.0        | ₹177        | ₹1,753        |            |          |
|              | Pantry                      | 2          | 19.5        | ₹1,582        | 2.0        | ₹162        | ₹1,744        |            |          |
| <b>Total</b> |                             | <b>6</b>   | <b>65.2</b> | <b>₹4,842</b> | <b>8.0</b> | <b>₹633</b> | <b>₹5,475</b> |            |          |

## Department Cost & Production (By Responsible Person)

**Responsible Person: Vishul**

| Department   | Station                | Head Count | Work Hrs     | Work Cost     | OT Hrs      | OT Cost       | Total Cost     | Production | Per Unit |
|--------------|------------------------|------------|--------------|---------------|-------------|---------------|----------------|------------|----------|
| Overheads    | Total                  | 16         | 172.2        | ₹9,784        | 33.0        | ₹2,292        | ₹12,076        |            |          |
|              | Lift Man               | 2          | 16.0         | ₹801          | 3.0         | ₹177          | ₹978           |            |          |
|              | Main Store             | 5          | 54.2         | ₹3,053        | 9.0         | ₹588          | ₹3,641         |            |          |
|              | MIN Team               | 3          | 35.8         | ₹1,878        | 9.0         | ₹630          | ₹2,508         |            |          |
|              | Mini Store Basement    | 3          | 30.3         | ₹2,134        | 3.0         | ₹249          | ₹2,383         |            |          |
|              | Mini Store First Floor | 1          | 12.0         | ₹743          | 3.0         | ₹255          | ₹998           |            |          |
|              | SMT Store              | 2          | 23.9         | ₹1,175        | 6.0         | ₹393          | ₹1,568         |            |          |
| <b>Total</b> |                        | <b>16</b>  | <b>172.2</b> | <b>₹9,784</b> | <b>33.0</b> | <b>₹2,292</b> | <b>₹12,076</b> |            |          |

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## Responsible Person Cost & Production (By Department)

### Department: Apollo

| Responsible Person | Station    | Head Count | Work Hrs | Work Cost | OT Hrs | OT Cost | Total Cost | Production | Per Unit |
|--------------------|------------|------------|----------|-----------|--------|---------|------------|------------|----------|
| Ankur              | Total      | 1          | 12.0     | ₹576      | 3.0    | ₹195    | ₹771       |            |          |
|                    | QC         | 1          | 12.0     | ₹576      | 3.0    | ₹195    | ₹771       |            |          |
| Pankaj             | Total      | 3          | 35.5     | ₹2,176    | 6.0    | ₹378    | ₹2,554     |            |          |
|                    | Production | 3          | 35.5     | ₹2,176    | 6.0    | ₹378    | ₹2,554     |            |          |
| Dept Total         |            | 4          | 47.5     | ₹2,752    | 9.0    | ₹573    | ₹3,325     |            |          |

## Responsible Person Cost & Production (By Department)

### Department: Overheads

| Responsible Person | Station                     | Head Count | Work Hrs     | Work Cost      | OT Hrs      | OT Cost       | Total Cost     | Production | Per Unit |
|--------------------|-----------------------------|------------|--------------|----------------|-------------|---------------|----------------|------------|----------|
| Ankur              | Total                       | 7          | 81.8         | ₹4,311         | 18.0        | ₹1,089        | ₹5,400         |            |          |
|                    | IQC RM                      | 5          | 59.6         | ₹2,715         | 15.0        | ₹903          | ₹3,618         |            |          |
|                    | SMT IQC                     | 2          | 22.1         | ₹1,596         | 3.0         | ₹186          | ₹1,782         |            |          |
| Ashutosh Mishra    | Total                       | 4          | 40.4         | ₹2,677         | 3.0         | ₹177          | ₹2,854         |            |          |
|                    | Loading                     | 2          | 19.5         | ₹1,576         | 0.0         | ₹0            | ₹1,576         |            |          |
|                    | Unloading                   | 2          | 20.9         | ₹1,101         | 3.0         | ₹177          | ₹1,278         |            |          |
| Awakash            | Total                       | 6          | 56.5         | ₹4,604         | 2.5         | ₹182          | ₹4,786         |            |          |
|                    | LAB R&D;                    | 6          | 56.5         | ₹4,604         | 2.5         | ₹182          | ₹4,786         |            |          |
| Sumit              | Total                       | 6          | 65.2         | ₹4,842         | 8.0         | ₹633          | ₹5,475         |            |          |
|                    | Facility Maintenance        | 1          | 11.9         | ₹857           | 3.0         | ₹294          | ₹1,151         |            |          |
|                    | House Keeping               | 1          | 11.4         | ₹827           | 0.0         | ₹0            | ₹827           |            |          |
|                    | Jig and Fixture Maintenance | 2          | 22.4         | ₹1,576         | 3.0         | ₹177          | ₹1,753         |            |          |
|                    | Pantry                      | 2          | 19.5         | ₹1,582         | 2.0         | ₹162          | ₹1,744         |            |          |
| Vishul             | Total                       | 16         | 172.2        | ₹9,784         | 33.0        | ₹2,292        | ₹12,076        |            |          |
|                    | Lift Man                    | 2          | 16.0         | ₹801           | 3.0         | ₹177          | ₹978           |            |          |
|                    | Main Store                  | 5          | 54.2         | ₹3,053         | 9.0         | ₹588          | ₹3,641         |            |          |
|                    | MIN Team                    | 3          | 35.8         | ₹1,878         | 9.0         | ₹630          | ₹2,508         |            |          |
|                    | Mini Store Basement         | 3          | 30.3         | ₹2,134         | 3.0         | ₹249          | ₹2,383         |            |          |
|                    | Mini Store First Floor      | 1          | 12.0         | ₹743           | 3.0         | ₹255          | ₹998           |            |          |
|                    | SMT Store                   | 2          | 23.9         | ₹1,175         | 6.0         | ₹393          | ₹1,568         |            |          |
| <b>Dept Total</b>  |                             | <b>39</b>  | <b>416.2</b> | <b>₹26,218</b> | <b>64.5</b> | <b>₹4,373</b> | <b>₹30,591</b> |            |          |

## Responsible Person Cost & Production (By Department)

### Department: Paytm Fresh

Production: 11090 | Per Device Cost: ₹6.9

| Responsible Person | Station    | Head Count | Work Hrs      | Work Cost      | OT Hrs       | OT Cost        | Total Cost     | Production   | Per Unit    |
|--------------------|------------|------------|---------------|----------------|--------------|----------------|----------------|--------------|-------------|
| Ankur              | Total      | 10         | 119.9         | ₹4,960         | 30.0         | ₹1,653         | ₹6,613         | 11090        | ₹0.6        |
|                    | OQC        | 8          | 96.0          | ₹3,892         | 24.0         | ₹1,299         | ₹5,191         |              |             |
|                    | PDI        | 1          | 12.0          | ₹534           | 3.0          | ₹177           | ₹711           |              |             |
|                    | PQC        | 1          | 12.0          | ₹534           | 3.0          | ₹177           | ₹711           |              |             |
| Pankaj             | Total      | 111        | 1226.8        | ₹55,462        | 255.0        | ₹14,630        | ₹70,092        | 11090        | ₹6.3        |
|                    | Production | 111        | 1226.8        | ₹55,462        | 255.0        | ₹14,630        | ₹70,092        |              |             |
| <b>Dept Total</b>  |            | <b>121</b> | <b>1346.8</b> | <b>₹60,422</b> | <b>285.0</b> | <b>₹16,283</b> | <b>₹76,705</b> | <b>11090</b> | <b>₹6.9</b> |

## Responsible Person Cost & Production (By Department)

### Department: Refurb

Production: 3340 | Per Device Cost: ₹25.2

| Responsible Person | Station    | Head Count | Work Hrs | Work Cost | OT Hrs | OT Cost | Total Cost | Production | Per Unit |
|--------------------|------------|------------|----------|-----------|--------|---------|------------|------------|----------|
| Ankur              | Total      | 50         | 541.1    | ₹30,242   | 93.0   | ₹6,168  | ₹36,410    | 3340       | ₹10.9    |
|                    | OQC        | 18         | 202.1    | ₹9,644    | 45.0   | ₹2,679  | ₹12,323    |            |          |
|                    | PDI        | 4          | 47.9     | ₹2,644    | 12.0   | ₹903    | ₹3,547     |            |          |
|                    | Repair     | 24         | 255.2    | ₹15,726   | 36.0   | ₹2,586  | ₹18,312    |            |          |
|                    | Scrap      | 4          | 35.9     | ₹2,228    | 0.0    | ₹0      | ₹2,228     |            |          |
| Ashutosh Mishra    | Total      | 4          | 36.8     | ₹2,168    | 6.0    | ₹372    | ₹2,540     | 3340       | ₹0.8     |
|                    | Inwarding  | 4          | 36.8     | ₹2,168    | 6.0    | ₹372    | ₹2,540     |            |          |
| Pankaj             | Total      | 67         | 744.6    | ₹37,164   | 134.0  | ₹8,000  | ₹45,164    | 3340       | ₹13.5    |
|                    | Production | 67         | 744.6    | ₹37,164   | 134.0  | ₹8,000  | ₹45,164    |            |          |
| Dept Total         |            | 121        | 1322.6   | ₹69,574   | 233.0  | ₹14,540 | ₹84,114    | 3340       | ₹25.2    |

## Responsible Person Cost & Production (By Department)

### Department: Standee

Production: 2560 | Per Device Cost: ₹1.0

| Responsible Person | Station | Head Count | Work Hrs | Work Cost | OT Hrs | OT Cost | Total Cost | Production | Per Unit |
|--------------------|---------|------------|----------|-----------|--------|---------|------------|------------|----------|
| Ashutosh Mishra    | Total   | 4          | 36.2     | ₹2,644    | 0.0    | ₹0      | ₹2,644     | 2560       | ₹1.0     |
|                    | Standee | 4          | 36.2     | ₹2,644    | 0.0    | ₹0      | ₹2,644     |            |          |
| Dept Total         |         | 4          | 36.2     | ₹2,644    | 0.0    | ₹0      | ₹2,644     | 2560       | ₹1.0     |