

Request to grant me leaves from 17th May 2022 to 7th July 2022.

Beena Kapadia <beena.kapadia@vsit.edu.in>

Mon 5/9/2022 10:57 PM

To: Rohini Kelkar <Rohini.Kelkar@vsit.edu.in>

Respected ma'am,

Kindly grant me a permission to take leave from 17<sup>th</sup> May 2022 to 7<sup>th</sup> July 2022. I will be completing MSc IT sem2 and sem4 practical exam by 14<sup>th</sup> May 2022. Theory exam for MSc IT sem2 is starting from 26<sup>th</sup> May 2022 and for MSc IT sem4 from 2<sup>nd</sup> June 2022. I will come to college to set the question paper of my subject and will do whatever required work related to exam or in case any other documentation / reports / data required then I will try to submit that data on the same day or as soon as possible.

I want to utilize this time span between 17<sup>th</sup> May 2022 to 7<sup>th</sup> July 2022 in doing my PhD work. Following are my PhD work activities, which are pending:

Writing two more research paper in journal – by 21<sup>st</sup> May and 28<sup>th</sup> May

Studying collected data from questionnaire – by 30<sup>th</sup> May

data pre-processing – by 4<sup>th</sup> June

study of algorithm thoroughly and program it without using existing methods – by 18<sup>th</sup> June

generate new algorithm, which is better than existing one – by 28<sup>th</sup> June

predictions and results – by 30<sup>th</sup> June

thesis write up and submission – by 7<sup>th</sup> July 2022.

I have completed following task related to PhD:

Cleared course work exam

Two research papers in conference

Questionnaire preparation and data collection

I will try to complete my PhD thesis by 1<sup>st</sup> week of July.

Thanks and warm Regards

Beena Kapadia

M.Sc. IT Coordinator

**VSIT** | Vidyalankar School of  
Information Technology


Vidyalankar Educational Campus

Vidyalankar College Marg

Mumbai – 400 037.

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On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
15 May 2022 Sun	Beena Kapadia	-	-	-	-	-	Weekly Off	-
16 May 2022 Mon	Beena Kapadia	-	-	-	-	-	BUDDHA PURNIMA	-
17 May 2022 Tue	Beena Kapadia	-	-	-	-	-	-	Deputation-Approved
18 May 2022 Wed	Beena Kapadia	-	-	-	-	-	-	Other-Approved
19 May 2022 Thu	Beena Kapadia	-	-	-	-	-	-	Other-Approved
20 May 2022 Fri	Beena Kapadia	-	-	-	-	-	-	Other-Approved
21 May 2022 Sat	Beena Kapadia	-	-	-	-	-	-	Other-Approved
22 May 2022 Sun	Beena Kapadia	-	-	-	-	-	Weekly Off	Other-Approved
23 May 2022 Mon	Beena Kapadia	-	-	-	-	-	-	Other-Approved
24 May 2022 Tue	Beena Kapadia	-	-	-	-	-	-	Other-Approved
25 May 2022 Wed	Beena Kapadia	-	-	-	-	-	-	Other-Approved
26 May 2022 Thu	Beena Kapadia	-	-	-	-	-	-	Other-Approved
27 May 2022 Fri	Beena Kapadia	-	-	-	-	-	-	Other-Approved
28 May 2022 Sat	Beena Kapadia	-	-	-	-	-	-	Other-Approved
29 May 2022 Sun	Beena Kapadia	-	-	-	-	-	Weekly Off	Other-Approved
30 May 2022 Mon	Beena Kapadia	-	-	-	-	-	-	Other-Approved
31 May 2022 Tue	Beena Kapadia	-	-	-	-	-	-	Other-Approved
01 Jun 2022 Wed	Beena Kapadia	-	-	-	-	-	-	Other-Approved
02 Jun 2022 Thu	Beena Kapadia	-	-	-	-	-	-	Other-Approved
03 Jun 2022 Fri	Beena Kapadia	-	-	-	-	-	-	Other-Approved
04 Jun 2022 Sat	Beena Kapadia	-	-	-	-	-	-	Other-Approved
05 Jun 2022 Sun	Beena Kapadia	-	-	-	-	-	Weekly Off	Other-Approved
06 Jun 2022 Mon	Beena Kapadia	-	-	-	-	-	-	Other-Approved
07 Jun 2022 Tue	Beena Kapadia	-	-	-	-	-	-	Other-Approved
08 Jun 2022 Wed	Beena Kapadia	-	-	-	-	-	-	Other-Approved
09 Jun 2022 Thu	Beena Kapadia	-	-	-	-	-	-	Other-Approved
10 Jun 2022 Fri	Beena Kapadia	-	-	-	-	-	-	Other-Approved
11 Jun 2022 Sat	Beena Kapadia	-	-	-	-	-	-	Other-Approved
12 Jun 2022 Sun	Beena Kapadia	-	-	-	-	-	Weekly Off	Other-Approved
13 Jun 2022 Mon	Beena Kapadia	-	-	-	-	-	-	Other-Approved
14 Jun 2022 Tue	Beena Kapadia	-	-	-	-	-	-	Other-Approved
15 Jun 2022 Wed	Beena Kapadia	-	-	-	-	-	-	Other-Approved
16 Jun 2022 Thu	Beena Kapadia	-	-	-	-	-	-	Other-Approved
17 Jun 2022 Fri	Beena Kapadia	-	-	-	-	-	-	Other-Approved
18 Jun 2022 Sat	Beena Kapadia	-	-	-	-	-	-	Other-Approved
19 Jun 2022 Sun	Beena Kapadia	-	-	-	-	-	Weekly Off	-
20 Jun 2022 Mon	Beena Kapadia	09:08 (08:00)	17:11 (18:00)	08:03	08:03 (08:00)			-
21 Jun 2022 Tue	Beena Kapadia	08:33 (08:00)	16:45 (18:00)	08:12	08:12 (08:00)			-
22 Jun 2022 Wed	Beena Kapadia	08:42 (08:00)	16:42 (18:00)	08:00	08:00 (08:00)			-
23 Jun 2022 Thu	Beena Kapadia	08:31 (08:00)	16:39 (18:00)	08:08	08:08 (08:00)			-
24 Jun 2022 Fri	Beena Kapadia	08:51 (08:00)	17:00 (18:00)	08:09	08:09 (08:00)			-
25 Jun 2022 Sat	Beena Kapadia	08:49 (08:00)	16:50 (18:00)	08:01	08:01 (08:00)			-

*Beena Kapadia*

On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
15 Dec 2021 Wed	Beena Kapadia	08:50 (08:00)	15:59 (18:00)	07:09	07:09 (08:00)	-	CV	-
16 Dec 2021 Thu	Beena Kapadia	-	-	-	-	SL	CV	-
17 Dec 2021 Fri	Beena Kapadia	09:13 (08:00)	16:58 (18:00)	07:45	07:45 (08:00)	-	CV	-
18 Dec 2021 Sat	Beena Kapadia	09:16 (08:00)	11:42 (18:00)	02:26	02:26 (08:00)	-	CV	-
19 Dec 2021 Sun	Beena Kapadia	-	-	-	-	-	CV	-
20 Dec 2021 Mon	Beena Kapadia	-	-	-	-	-	CV	-
21 Dec 2021 Tue	Beena Kapadia	-	-	-	-	-	CV	-
22 Dec 2021 Wed	Beena Kapadia	-	-	-	-	-	CV	-
23 Dec 2021 Thu	Beena Kapadia	-	-	-	-	-	CV	-
24 Dec 2021 Fri	Beena Kapadia	-	-	-	-	-	CV	-
25 Dec 2021 Sat	Beena Kapadia	-	-	-	-	-	CV	-
26 Dec 2021 Sun	Beena Kapadia	-	-	-	-	-	CV	-
27 Dec 2021 Mon	Beena Kapadia	-	-	-	-	-	CV	-
28 Dec 2021 Tue	Beena Kapadia	-	-	-	-	-	CV	-
29 Dec 2021 Wed	Beena Kapadia	-	-	-	-	-	CV	-
30 Dec 2021 Thu	Beena Kapadia	-	-	-	-	-	CV	-
31 Dec 2021 Fri	Beena Kapadia	-	-	-	-	-	CV	-
01 Jan 2022 Sat	Beena Kapadia	-	-	-	-	-	CV	-
02 Jan 2022 Sun	Beena Kapadia	-	-	-	-	-	CV	-
03 Jan 2022 Mon	Beena Kapadia	08:47 (08:00)	15:56 (18:00)	07:09	07:09 (08:00)	-	CV	-
04 Jan 2022 Tue	Beena Kapadia	08:28 (08:00)	15:30 (18:00)	07:02	07:02 (08:00)	-	CV	-
05 Jan 2022 Wed	Beena Kapadia	-	-	-	-	-	CV	-



To,  
The Principal  
Vidyalankar School of Information Technology  
Wadala , Mumbai 400037

4<sup>th</sup> July 2018

Subject : Application for leave to complete PhD

Respected Mam

I am writing this letter to request you to consider my application for 30 days leave for completion of my PhD.

PhD details

Date of registration - 8<sup>th</sup> December 2015

University - Mumbai University

Guide - Dr Rashmi Soni

Title - Distribution of Life Insurance products in Rural India through Micro Finance companies

Present status

Chapter I – Introduction to study – Completed

Chapter II – Introduction – Completed

Chapter III – Review of Literature – Completed

Chapter IV – Data Analysis – Data collection and Data entry completed ( target date 25<sup>th</sup> July 2018)

Chapter V – Findings & Conclusion – Pending ( target date 10th August 2018 )

Request you to please consider my application as this will help me complete my work as per the above schedule and will be able to submit my PhD Thesis by August 2018

Regards

Vivek Gupta  
9322710073

On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
01 Jul 2018 Sun	Vivek Gupta	-	-	-	-	-	Weekly Off	-
02 Jul 2018 Mon	Vivek Gupta	07:56 (07:20)	15:56 (17:30)	08:00	08:00 (08:00)	-	-	-
03 Jul 2018 Tue	Vivek Gupta	08:13 (07:20)	16:45 (17:30)	08:32	08:32 (08:00)	-	-	-
04 Jul 2018 Wed	Vivek Gupta	08:30 (07:20)	17:23 (17:30)	08:53	08:53 (08:00)	-	-	-
05 Jul 2018 Thu	Vivek Gupta	09:29 (07:20)	18:41 (17:30)	09:12	08:01 (08:00)	-	-	-
06 Jul 2018 Fri	Vivek Gupta	09:23 (07:20)	17:48 (17:30)	08:25	08:07 (08:00)	-	-	-
07 Jul 2018 Sat	Vivek Gupta	08:38 (07:20)	20:47 (17:30)	12:09	08:52 (08:00)	-	-	-
08 Jul 2018 Sun	Vivek Gupta	-	-	-	-	-	Weekly Off	-
09 Jul 2018 Mon	Vivek Gupta	08:34 (07:20)	14:01 (17:30)	05:27	05:27 (08:00)	-	-	Other-Approved
10 Jul 2018 Tue	Vivek Gupta	-	-	-	-	-	-	Other-Approved
11 Jul 2018 Wed	Vivek Gupta	-	-	-	-	-	-	Other-Approved
12 Jul 2018 Thu	Vivek Gupta	-	-	-	-	-	-	Other-Approved
13 Jul 2018 Fri	Vivek Gupta	-	-	-	-	-	-	Other-Approved
14 Jul 2018 Sat	Vivek Gupta	-	-	-	-	-	-	Other-Approved
15 Jul 2018 Sun	Vivek Gupta	-	-	-	-	-	Weekly Off	-
16 Jul 2018 Mon	Vivek Gupta	-	-	-	-	-	-	Other-Approved
17 Jul 2018 Tue	Vivek Gupta	-	-	-	-	-	-	Other-Approved
18 Jul 2018 Wed	Vivek Gupta	-	-	-	-	-	-	Other-Approved
19 Jul 2018 Thu	Vivek Gupta	-	-	-	-	-	-	Other-Approved
20 Jul 2018 Fri	Vivek Gupta	-	-	-	-	-	-	Other-Approved
21 Jul 2018 Sat	Vivek Gupta	-	-	-	-	-	-	Other-Approved
22 Jul 2018 Sun	Vivek Gupta	-	-	-	-	-	Weekly Off	-
23 Jul 2018 Mon	Vivek Gupta	-	-	-	-	-	-	Other-Approved
24 Jul 2018 Tue	Vivek Gupta	-	-	-	-	-	-	Other-Approved
25 Jul 2018 Wed	Vivek Gupta	-	-	-	-	-	-	Other-Approved
26 Jul 2018 Thu	Vivek Gupta	-	-	-	-	-	-	Other-Approved
27 Jul 2018 Fri	Vivek Gupta	-	-	-	-	-	-	Other-Approved
28 Jul 2018 Sat	Vivek Gupta	-	-	-	-	-	-	Other-Approved
29 Jul 2018 Sun	Vivek Gupta	-	-	-	-	-	Weekly Off	-
30 Jul 2018 Mon	Vivek Gupta	-	-	-	-	-	-	Other-Approved
31 Jul 2018 Tue	Vivek Gupta	-	-	-	-	-	-	Other-Approved
01 Aug 2018 Wed	Vivek Gupta	-	-	-	-	-	-	Other-Approved
02 Aug 2018 Thu	Vivek Gupta	-	-	-	-	-	-	Other-Approved
03 Aug 2018 Fri	Vivek Gupta	-	-	-	-	-	-	Other-Approved
04 Aug 2018 Sat	Vivek Gupta	-	-	-	-	-	-	Other-Approved
05 Aug 2018 Sun	Vivek Gupta	-	-	-	-	-	Weekly Off	-
06 Aug 2018 Mon	Vivek Gupta	-	-	-	-	-	-	Other-Approved
07 Aug 2018 Tue	Vivek Gupta	-	-	-	-	-	-	Other-Approved
08 Aug 2018 Wed	Vivek Gupta	-	-	-	-	-	-	Other-Approved
09 Aug 2018 Thu	Vivek Gupta	-	-	-	-	-	-	Other-Approved
10 Aug 2018 Fri	Vivek Gupta	-	-	-	-	-	-	Other-Approved
11 Aug 2018 Sat	Vivek Gupta	-	-	-	-	-	-	Other-Approved

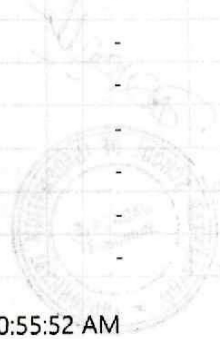


On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
30 Dec 2021 Thu	Prachi Mahajan	08:37 (08:00)	16:01 (18:00)	07:24	07:24 (08:00)	-	CV	-
31 Dec 2021 Fri	Prachi Mahajan	08:38 (08:00)	16:57 (18:00)	08:19	08:19 (08:00)	-	CV	-
01 Jan 2022 Sat	Prachi Mahajan	08:45 (08:00)	16:16 (18:00)	07:31	07:31 (08:00)	-	CV	-
02 Jan 2022 Sun	Prachi Mahajan	-	-	-	-	-	CV	-
03 Jan 2022 Mon	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
04 Jan 2022 Tue	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
05 Jan 2022 Wed	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
06 Jan 2022 Thu	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
07 Jan 2022 Fri	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
08 Jan 2022 Sat	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
09 Jan 2022 Sun	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
10 Jan 2022 Mon	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
11 Jan 2022 Tue	Prachi Mahajan	-	-	-	-	-	CV	Other-Approved
12 Jan 2022 Wed	Prachi Mahajan	08:39 (08:00)	13:29 (18:00)	04:50	04:50 (08:00)	-	CV	-



*Prachi Mahajan*

On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
13 Mar 2019 Wed	Sanjeela Sagar	08:55 (07:20)	16:57 (17:30)	08:02	08:02 (08:00)	-	-	-
14 Mar 2019 Thu	Sanjeela Sagar	08:57 (07:20)	17:03 (17:30)	08:06	08:06 (08:00)	-	-	-
15 Mar 2019 Fri	Sanjeela Sagar	07:28 (07:20)	16:31 (17:30)	09:03	09:03 (08:00)	-	-	-
16 Mar 2019 Sat	Sanjeela Sagar	08:03 (07:20)	16:11 (17:30)	08:08	08:08 (08:00)	-	-	-
17 Mar 2019 Sun	Sanjeela Sagar	-	-	-	-	-	Weekly Off	-
18 Mar 2019 Mon	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
19 Mar 2019 Tue	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
20 Mar 2019 Wed	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
21 Mar 2019 Thu	Sanjeela Sagar	-	-	-	-	-	HOLI (SECOND DAY)	Deputation-Approved
22 Mar 2019 Fri	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
23 Mar 2019 Sat	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
24 Mar 2019 Sun	Sanjeela Sagar	-	-	-	-	-	Weekly Off	Deputation-Approved
25 Mar 2019 Mon	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
26 Mar 2019 Tue	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
27 Mar 2019 Wed	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
28 Mar 2019 Thu	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
29 Mar 2019 Fri	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
30 Mar 2019 Sat	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
31 Mar 2019 Sun	Sanjeela Sagar	-	-	-	-	-	Weekly Off	Deputation-Approved
01 Apr 2019 Mon	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
02 Apr 2019 Tue	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
03 Apr 2019 Wed	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
04 Apr 2019 Thu	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
05 Apr 2019 Fri	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
06 Apr 2019 Sat	Sanjeela Sagar	-	-	-	-	-	GUDHI PADWA	Deputation-Approved
07 Apr 2019 Sun	Sanjeela Sagar	-	-	-	-	-	Weekly Off	Deputation-Approved
08 Apr 2019 Mon	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
09 Apr 2019 Tue	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
10 Apr 2019 Wed	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
11 Apr 2019 Thu	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
12 Apr 2019 Fri	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
13 Apr 2019 Sat	Sanjeela Sagar	-	-	-	-	-	RAM NAVMI	Deputation-Approved
14 Apr 2019 Sun	Sanjeela Sagar	-	-	-	-	-	Weekly Off	Deputation-Approved
15 Apr 2019 Mon	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
16 Apr 2019 Tue	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
17 Apr 2019 Wed	Sanjeela Sagar	-	-	-	-	-	MAHAVIR JAYANTI	Deputation-Approved
18 Apr 2019 Thu	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
19 Apr 2019 Fri	Sanjeela Sagar	-	-	-	-	-	GOOD FRIDAY	Deputation-Approved
20 Apr 2019 Sat	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
21 Apr 2019 Sun	Sanjeela Sagar	-	-	-	-	-	Weekly Off	Deputation-Approved
22 Apr 2019 Mon	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved
23 Apr 2019 Tue	Sanjeela Sagar	-	-	-	-	-	-	Deputation-Approved



On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
05 Jun 2018 Tue	Geeta Sahu	09:41 (08:30)	17:41 (18:00)	08:00	08:00 (08:00)	-	-	-
06 Jun 2018 Wed	Geeta Sahu	09:43 (08:30)	17:46 (18:00)	08:03	08:03 (08:00)	-	-	-
07 Jun 2018 Thu	Geeta Sahu	09:42 (08:30)	17:45 (18:00)	08:03	08:03 (08:00)	-	-	-
08 Jun 2018 Fri	Geeta Sahu	09:43 (08:30)	17:43 (18:00)	08:00	08:00 (08:00)	-	-	-
09 Jun 2018 Sat	Geeta Sahu	09:45 (08:30)	17:55 (18:00)	08:10	08:10 (08:00)	-	-	-
10 Jun 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
11 Jun 2018 Mon	Geeta Sahu	09:46 (08:30)	17:46 (18:00)	08:00	08:00 (08:00)	-	-	-
12 Jun 2018 Tue	Geeta Sahu	09:55 (08:30)	-	00:00	00:00 (08:00)	1CL Reverted	-	-
13 Jun 2018 Wed	Geeta Sahu	09:40 (08:30)	17:40 (18:00)	08:00	08:00 (08:00)	-	-	-
14 Jun 2018 Thu	Geeta Sahu	09:43 (08:30)	17:54 (18:00)	08:11	08:11 (08:00)	-	-	-
15 Jun 2018 Fri	Geeta Sahu	09:13 (08:30)	18:58 (18:00)	09:45	08:47 (08:00)	-	-	-
16 Jun 2018 Sat	Geeta Sahu	-	-	-	-	-	RAMZAN ID (ID-UL-FITR)	-
17 Jun 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
18 Jun 2018 Mon	Geeta Sahu	09:44 (08:30)	17:44 (18:00)	08:00	08:00 (08:00)	-	-	-
19 Jun 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
20 Jun 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
21 Jun 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
22 Jun 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
23 Jun 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
24 Jun 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
25 Jun 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
26 Jun 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
27 Jun 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
28 Jun 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
29 Jun 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
30 Jun 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
01 Jul 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
02 Jul 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
03 Jul 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
04 Jul 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
05 Jul 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
06 Jul 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
07 Jul 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
08 Jul 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
09 Jul 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
10 Jul 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
11 Jul 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
12 Jul 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
13 Jul 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
14 Jul 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
15 Jul 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
16 Jul 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-





On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
17 Jul 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
18 Jul 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
19 Jul 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
20 Jul 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
21 Jul 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
22 Jul 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
23 Jul 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
24 Jul 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
25 Jul 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
26 Jul 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
27 Jul 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
28 Jul 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
29 Jul 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
30 Jul 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
31 Jul 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
01 Aug 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
02 Aug 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
03 Aug 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
04 Aug 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
05 Aug 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
06 Aug 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
07 Aug 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
08 Aug 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
09 Aug 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
10 Aug 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
11 Aug 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
12 Aug 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
13 Aug 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
14 Aug 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
15 Aug 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
16 Aug 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
17 Aug 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
18 Aug 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
19 Aug 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
20 Aug 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
21 Aug 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
22 Aug 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
23 Aug 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
24 Aug 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
25 Aug 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
26 Aug 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
27 Aug 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-



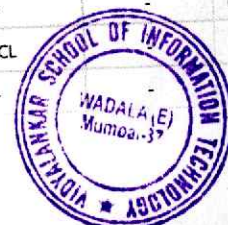
On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
28 Aug 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
29 Aug 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
30 Aug 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
31 Aug 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
01 Sep 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
02 Sep 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
03 Sep 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
04 Sep 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
05 Sep 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
06 Sep 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
07 Sep 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
08 Sep 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
09 Sep 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
10 Sep 2018 Mon	Geeta Sahu	-	-	-	-	-	ML	-
11 Sep 2018 Tue	Geeta Sahu	-	-	-	-	-	ML	-
12 Sep 2018 Wed	Geeta Sahu	-	-	-	-	-	ML	-
13 Sep 2018 Thu	Geeta Sahu	-	-	-	-	-	ML	-
14 Sep 2018 Fri	Geeta Sahu	-	-	-	-	-	ML	-
15 Sep 2018 Sat	Geeta Sahu	-	-	-	-	-	ML	-
16 Sep 2018 Sun	Geeta Sahu	-	-	-	-	-	ML	-
17 Sep 2018 Mon	Geeta Sahu	-	-	-	-	EL	-	-
18 Sep 2018 Tue	Geeta Sahu	-	-	-	-	EL	-	-
19 Sep 2018 Wed	Geeta Sahu	-	-	-	-	EL	-	-
20 Sep 2018 Thu	Geeta Sahu	-	-	-	-	EL	MOHARUM	-
21 Sep 2018 Fri	Geeta Sahu	-	-	-	-	EL	-	-
22 Sep 2018 Sat	Geeta Sahu	-	-	-	-	EL	-	-
23 Sep 2018 Sun	Geeta Sahu	-	-	-	-	EL	Weekly Off	-
24 Sep 2018 Mon	Geeta Sahu	-	-	-	-	EL	-	-
25 Sep 2018 Tue	Geeta Sahu	-	-	-	-	EL	-	-
26 Sep 2018 Wed	Geeta Sahu	-	-	-	-	EL	-	-
27 Sep 2018 Thu	Geeta Sahu	-	-	-	-	EL	-	-
28 Sep 2018 Fri	Geeta Sahu	-	-	-	-	EL	-	-
29 Sep 2018 Sat	Geeta Sahu	-	-	-	-	EL	-	-
30 Sep 2018 Sun	Geeta Sahu	-	-	-	-	EL	Weekly Off	-
01 Oct 2018 Mon	Geeta Sahu	-	-	-	-	EL	-	-
02 Oct 2018 Tue	Geeta Sahu	-	-	-	-	EL	MAHATMA GANDHI JAYANTI	-
03 Oct 2018 Wed	Geeta Sahu	-	-	-	-	EL	-	-
04 Oct 2018 Thu	Geeta Sahu	-	-	-	-	EL	-	-
05 Oct 2018 Fri	Geeta Sahu	-	-	-	-	EL	-	-
06 Oct 2018 Sat	Geeta Sahu	-	-	-	-	EL	-	-
07 Oct 2018 Sun	Geeta Sahu	-	-	-	-	EL	Weekly Off	-
08 Oct 2018 Mon	Geeta Sahu	-	-	-	-	EL	-	-



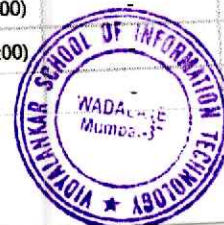
On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
09 Oct 2018 Tue	Geeta Sahu	-	-	-	-	EL	-	-
10 Oct 2018 Wed	Geeta Sahu	-	-	-	-	EL	-	-
11 Oct 2018 Thu	Geeta Sahu	-	-	-	-	EL	-	-
12 Oct 2018 Fri	Geeta Sahu	-	-	-	-	EL	-	-
13 Oct 2018 Sat	Geeta Sahu	-	-	-	-	EL	-	-
14 Oct 2018 Sun	Geeta Sahu	-	-	-	-	EL	Weekly Off	-
15 Oct 2018 Mon	Geeta Sahu	-	-	-	-	EL	-	-
16 Oct 2018 Tue	Geeta Sahu	-	-	-	-	EL	-	-
17 Oct 2018 Wed	Geeta Sahu	-	-	-	-	SL	-	-
18 Oct 2018 Thu	Geeta Sahu	-	-	-	-	SL	DASERA	-
19 Oct 2018 Fri	Geeta Sahu	-	-	-	-	SL	-	-
20 Oct 2018 Sat	Geeta Sahu	-	-	-	-	SL	-	-
21 Oct 2018 Sun	Geeta Sahu	-	-	-	-	SL	Weekly Off	-
22 Oct 2018 Mon	Geeta Sahu	-	-	-	-	SL	-	-
23 Oct 2018 Tue	Geeta Sahu	-	-	-	-	SL	-	-
24 Oct 2018 Wed	Geeta Sahu	-	-	-	-	SL	-	-
25 Oct 2018 Thu	Geeta Sahu	-	-	-	-	SL	-	-
26 Oct 2018 Fri	Geeta Sahu	-	-	-	-	SL	-	-
27 Oct 2018 Sat	Geeta Sahu	-	-	-	-	SL	-	-
28 Oct 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
29 Oct 2018 Mon	Geeta Sahu	10:09 (08:00)	18:11 (18:30)	08:02	08:02 (08:00)	-	-	-
30 Oct 2018 Tue	Geeta Sahu	10:07 (08:00)	18:07 (18:30)	08:00	08:00 (08:00)	-	-	-
31 Oct 2018 Wed	Geeta Sahu	10:04 (08:00)	18:04 (18:30)	08:00	08:00 (08:00)	-	-	-
01 Nov 2018 Thu	Geeta Sahu	10:09 (08:00)	18:09 (18:30)	08:00	08:00 (08:00)	-	-	-
02 Nov 2018 Fri	Geeta Sahu	10:05 (08:00)	18:05 (18:30)	08:00	08:00 (08:00)	-	-	-
03 Nov 2018 Sat	Geeta Sahu	10:15 (08:00)	18:15 (18:30)	08:00	08:00 (08:00)	-	-	-
04 Nov 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
05 Nov 2018 Mon	Geeta Sahu	09:58 (08:00)	18:00 (18:30)	08:02	08:02 (08:00)	-	-	-
06 Nov 2018 Tue	Geeta Sahu	10:01 (08:00)	18:02 (18:30)	08:01	08:01 (08:00)	-	-	-
07 Nov 2018 Wed	Geeta Sahu	-	-	-	-	-	DIWALI AMAVASYA (LAXMI PUJAN)	-
08 Nov 2018 Thu	Geeta Sahu	-	-	-	-	-	DIWALI (BALIPRATIPAD A)	-
09 Nov 2018 Fri	Geeta Sahu	-	-	-	-	-	BHAUBEEJ	-
10 Nov 2018 Sat	Geeta Sahu	-	-	-	-	-	SPECIAL HOLIDAY	-
11 Nov 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
12 Nov 2018 Mon	Geeta Sahu	10:04 (08:00)	18:04 (18:30)	08:00	08:00 (08:00)	-	-	-
13 Nov 2018 Tue	Geeta Sahu	10:06 (08:00)	18:11 (18:30)	08:05	08:05 (08:00)	-	-	-
14 Nov 2018 Wed	Geeta Sahu	10:05 (08:00)	18:07 (18:30)	08:02	08:02 (08:00)	-	-	-
15 Nov 2018 Thu	Geeta Sahu	10:09 (08:00)	18:09 (18:30)	08:00	08:00 (08:00)	-	-	-
16 Nov 2018 Fri	Geeta Sahu	10:03 (08:00)	18:07 (18:30)	08:04	08:04 (08:00)	-	-	-
17 Nov 2018 Sat	Geeta Sahu	08:58 (08:00)	16:59 (18:30)	08:01	08:01 (08:00)	-	-	-



On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
18 Nov 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
19 Nov 2018 Mon	Geeta Sahu	09:46 (08:00)	17:49 (18:30)	08:03	08:03 (08:00)	-	-	-
20 Nov 2018 Tue	Geeta Sahu	09:25 (08:00)	17:26 (18:30)	08:01	08:01 (08:00)	-	-	-
21 Nov 2018 Wed	Geeta Sahu	-	-	-	-	-	ID-E-MILAD	-
22 Nov 2018 Thu	Geeta Sahu	-	-	-	-	CL	-	-
23 Nov 2018 Fri	Geeta Sahu	13:43 (08:00)	17:20 (18:30)	03:37	03:37 (08:00)	-	GURU NANAK JAYANTI	-
24 Nov 2018 Sat	Geeta Sahu	08:11 (08:00)	16:12 (18:30)	08:01	08:01 (08:00)	-	-	-
25 Nov 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
26 Nov 2018 Mon	Geeta Sahu	-	-	-	-	CL	-	-
27 Nov 2018 Tue	Geeta Sahu	10:00 (08:00)	18:00 (18:30)	08:00	08:00 (08:00)	-	-	-
28 Nov 2018 Wed	Geeta Sahu	09:39 (08:00)	17:40 (18:30)	08:01	08:01 (08:00)	-	-	-
29 Nov 2018 Thu	Geeta Sahu	09:35 (08:00)	17:36 (18:30)	08:01	08:01 (08:00)	-	-	-
30 Nov 2018 Fri	Geeta Sahu	09:37 (08:00)	17:39 (18:30)	08:02	08:02 (08:00)	-	-	-
01 Dec 2018 Sat	Geeta Sahu	10:05 (08:00)	20:01 (18:30)	09:56	08:25 (08:00)	-	-	-
02 Dec 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
03 Dec 2018 Mon	Geeta Sahu	09:55 (08:00)	17:55 (18:30)	08:00	08:00 (08:00)	-	-	-
04 Dec 2018 Tue	Geeta Sahu	09:42 (08:00)	20:02 (18:30)	10:20	08:48 (08:00)	-	-	-
05 Dec 2018 Wed	Geeta Sahu	10:08 (08:00)	20:04 (18:30)	09:56	08:22 (08:00)	-	-	-
06 Dec 2018 Thu	Geeta Sahu	10:09 (08:00)	18:10 (18:30)	08:01	08:01 (08:00)	-	-	-
07 Dec 2018 Fri	Geeta Sahu	10:06 (08:00)	18:07 (18:30)	08:01	08:01 (08:00)	-	-	-
08 Dec 2018 Sat	Geeta Sahu	-	-	-	-	CL	-	-
09 Dec 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
10 Dec 2018 Mon	Geeta Sahu	09:18 (07:20)	17:19 (17:30)	08:01	08:01 (08:00)	-	-	-
11 Dec 2018 Tue	Geeta Sahu	08:15 (07:20)	20:00 (17:30)	11:45	09:15 (08:00)	-	-	-
12 Dec 2018 Wed	Geeta Sahu	08:13 (07:20)	16:25 (17:30)	08:12	08:12 (08:00)	-	-	-
13 Dec 2018 Thu	Geeta Sahu	08:54 (07:20)	17:04 (17:30)	08:10	08:10 (08:00)	-	-	-
14 Dec 2018 Fri	Geeta Sahu	09:18 (07:20)	17:19 (17:30)	08:01	08:01 (08:00)	-	-	-
15 Dec 2018 Sat	Geeta Sahu	09:04 (07:20)	17:10 (17:30)	08:06	08:06 (08:00)	-	-	-
16 Dec 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
17 Dec 2018 Mon	Geeta Sahu	09:10 (07:20)	20:00 (17:30)	10:50	08:20 (08:00)	-	-	-
18 Dec 2018 Tue	Geeta Sahu	08:31 (07:20)	16:37 (17:30)	08:06	08:06 (08:00)	-	-	-
19 Dec 2018 Wed	Geeta Sahu	-	-	-	-	CL	-	-
20 Dec 2018 Thu	Geeta Sahu	-	-	-	-	CL	-	-
21 Dec 2018 Fri	Geeta Sahu	09:11 (07:20)	17:11 (17:30)	08:00	08:00 (08:00)	-	-	-
22 Dec 2018 Sat	Geeta Sahu	13:51 (07:20)	21:58 (17:30)	08:07	08:07 (08:00)	-	-	-
23 Dec 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
24 Dec 2018 Mon	Geeta Sahu	09:41 (07:20)	17:46 (17:30)	08:05	07:49 (08:00)	½CL Reverted	-	-
25 Dec 2018 Tue	Geeta Sahu	-	-	-	-	-	CHRISTMAS	-
26 Dec 2018 Wed	Geeta Sahu	09:14 (07:20)	19:58 (17:30)	10:44	08:16 (08:00)	-	-	Deputation-Approved
27 Dec 2018 Thu	Geeta Sahu	10:03 (07:20)	18:06 (17:30)	08:03	07:27 (08:00)	-	-	-
28 Dec 2018 Fri	Geeta Sahu	09:20 (07:20)	13:49 (17:30)	04:29	04:29 (08:00)	½ CL	-	-
29 Dec 2018 Sat	Geeta Sahu	09:11 (07:20)	17:12 (17:30)	08:01	08:01 (08:00)	-	-	-



On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
30 Dec 2018 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
31 Dec 2018 Mon	Geeta Sahu	08:07 (07:20)	12:09 (17:30)	04:02	04:02 (08:00)	½ CL	-	-
01 Jan 2019 Tue	Geeta Sahu	09:12 (07:20)	17:14 (17:30)	08:02	08:02 (08:00)	-	-	-
02 Jan 2019 Wed	Geeta Sahu	09:16 (07:20)	19:57 (17:30)	10:41	08:14 (08:00)	-	-	-
03 Jan 2019 Thu	Geeta Sahu	09:03 (07:20)	17:13 (17:30)	08:10	08:10 (08:00)	-	-	-
04 Jan 2019 Fri	Geeta Sahu	07:18 (07:20)	15:22 (17:30)	08:04	08:02 (08:00)	-	-	-
05 Jan 2019 Sat	Geeta Sahu	09:12 (07:20)	17:13 (17:30)	08:01	08:01 (08:00)	-	-	-
06 Jan 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
07 Jan 2019 Mon	Geeta Sahu	07:17 (07:20)	15:24 (17:30)	08:07	08:04 (08:00)	-	-	-
08 Jan 2019 Tue	Geeta Sahu	07:14 (07:20)	15:20 (17:30)	08:06	08:00 (08:00)	-	-	-
09 Jan 2019 Wed	Geeta Sahu	09:12 (07:20)	19:54 (17:30)	10:42	08:18 (08:00)	-	-	-
10 Jan 2019 Thu	Geeta Sahu	09:11 (07:20)	14:27 (17:30)	05:16	05:16 (08:00)	-	-	Edu Tour / Ind Vi- Approved
11 Jan 2019 Fri	Geeta Sahu	07:13 (07:20)	15:30 (17:30)	08:17	08:10 (08:00)	-	-	-
12 Jan 2019 Sat	Geeta Sahu	09:12 (07:20)	19:22 (17:30)	10:10	08:18 (08:00)	-	-	-
13 Jan 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
14 Jan 2019 Mon	Geeta Sahu	07:18 (07:20)	15:23 (17:30)	08:05	08:03 (08:00)	-	-	-
15 Jan 2019 Tue	Geeta Sahu	07:18 (07:20)	15:20 (17:30)	08:02	08:00 (08:00)	-	-	-
16 Jan 2019 Wed	Geeta Sahu	09:19 (07:20)	17:24 (17:30)	08:05	08:05 (08:00)	-	-	-
17 Jan 2019 Thu	Geeta Sahu	09:22 (07:20)	17:22 (17:30)	08:00	08:00 (08:00)	-	-	-
18 Jan 2019 Fri	Geeta Sahu	07:24 (07:20)	15:24 (17:30)	08:00	08:00 (08:00)	-	-	-
19 Jan 2019 Sat	Geeta Sahu	09:25 (07:20)	17:27 (17:30)	08:02	08:02 (08:00)	-	-	-
20 Jan 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
21 Jan 2019 Mon	Geeta Sahu	07:18 (07:20)	15:20 (17:30)	08:02	08:00 (08:00)	-	-	-
22 Jan 2019 Tue	Geeta Sahu	07:20 (07:20)	16:52 (17:30)	09:32	09:32 (08:00)	-	-	-
23 Jan 2019 Wed	Geeta Sahu	07:31 (07:20)	11:31 (17:30)	04:00	04:00 (08:00)	½ CL	-	-
24 Jan 2019 Thu	Geeta Sahu	09:15 (07:20)	17:16 (17:30)	08:01	08:01 (08:00)	-	-	-
25 Jan 2019 Fri	Geeta Sahu	07:19 (07:20)	15:27 (17:30)	08:08	08:07 (08:00)	-	-	-
26 Jan 2019 Sat	Geeta Sahu	09:01 (07:20)	09:49 (17:30)	00:48	00:48 (08:00)	-	REPUBLIC DAY	-
27 Jan 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
28 Jan 2019 Mon	Geeta Sahu	07:18 (07:20)	15:29 (17:30)	08:11	08:09 (08:00)	-	-	-
29 Jan 2019 Tue	Geeta Sahu	07:19 (07:20)	15:32 (17:30)	08:13	08:12 (08:00)	-	-	-
30 Jan 2019 Wed	Geeta Sahu	09:25 (07:20)	17:27 (17:30)	08:02	08:02 (08:00)	-	-	-
31 Jan 2019 Thu	Geeta Sahu	09:20 (07:20)	17:24 (17:30)	08:04	08:04 (08:00)	-	-	-
01 Feb 2019 Fri	Geeta Sahu	07:19 (07:20)	15:30 (17:30)	08:11	08:10 (08:00)	-	-	-
02 Feb 2019 Sat	Geeta Sahu	09:18 (07:20)	19:48 (17:30)	10:30	08:12 (08:00)	-	-	-
03 Feb 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
04 Feb 2019 Mon	Geeta Sahu	07:17 (07:20)	15:46 (17:30)	08:29	08:26 (08:00)	-	-	-
05 Feb 2019 Tue	Geeta Sahu	07:27 (07:20)	15:27 (17:30)	08:00	08:00 (08:00)	-	-	-
06 Feb 2019 Wed	Geeta Sahu	09:16 (07:20)	17:16 (17:30)	08:00	08:00 (08:00)	-	-	-
07 Feb 2019 Thu	Geeta Sahu	09:38 (07:20)	17:39 (17:30)	08:01	07:52 (08:00)	-	-	Deputation-Approved
08 Feb 2019 Fri	Geeta Sahu	09:16 (07:20)	17:16 (17:30)	08:00	08:00 (08:00)	-	-	-
09 Feb 2019 Sat	Geeta Sahu	09:13 (07:20)	17:13 (17:30)	08:00	08:00 (08:00)	-	-	-
10 Feb 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-



On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
11 Feb 2019 Mon	Geeta Sahu	09:17 (07:20)	17:18 (17:30)	08:01	08:01 (08:00)	-	-	-
12 Feb 2019 Tue	Geeta Sahu	09:15 (07:20)	17:25 (17:30)	08:10	08:10 (08:00)	-	-	-
13 Feb 2019 Wed	Geeta Sahu	09:12 (07:20)	17:14 (17:30)	08:02	08:02 (08:00)	-	-	-
14 Feb 2019 Thu	Geeta Sahu	09:13 (07:20)	17:15 (17:30)	08:02	08:02 (08:00)	-	-	-
15 Feb 2019 Fri	Geeta Sahu	09:23 (07:20)	17:25 (17:30)	08:02	08:02 (08:00)	-	-	-
16 Feb 2019 Sat	Geeta Sahu	09:15 (07:20)	19:20 (17:30)	10:05	08:15 (08:00)	-	-	-
17 Feb 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
18 Feb 2019 Mon	Geeta Sahu	07:20 (07:20)	15:23 (17:30)	08:03	08:03 (08:00)	-	-	-
19 Feb 2019 Tue	Geeta Sahu	-	-	-	-	-	CHHATRAPTI SHIVAJI MAHARAJ JAYANTI	-
20 Feb 2019 Wed	Geeta Sahu	09:14 (07:20)	17:18 (17:30)	08:04	08:04 (08:00)	-	-	-
21 Feb 2019 Thu	Geeta Sahu	08:30 (07:20)	16:46 (17:30)	08:16	08:16 (08:00)	-	-	-
22 Feb 2019 Fri	Geeta Sahu	07:23 (07:20)	17:34 (17:30)	10:11	10:07 (08:00)	-	-	-
23 Feb 2019 Sat	Geeta Sahu	09:12 (07:20)	17:17 (17:30)	08:05	08:05 (08:00)	-	-	-
24 Feb 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
25 Feb 2019 Mon	Geeta Sahu	07:28 (07:20)	15:28 (17:30)	08:00	08:00 (08:00)	-	-	-
26 Feb 2019 Tue	Geeta Sahu	07:17 (07:20)	15:21 (17:30)	08:04	08:01 (08:00)	-	-	-
27 Feb 2019 Wed	Geeta Sahu	07:56 (07:20)	16:08 (17:30)	08:12	08:12 (08:00)	-	-	-
28 Feb 2019 Thu	Geeta Sahu	09:12 (07:20)	17:12 (17:30)	08:00	08:00 (08:00)	-	-	-
01 Mar 2019 Fri	Geeta Sahu	13:10 (07:20)	17:12 (17:30)	04:02	04:02 (08:00)	½ CL	-	-
02 Mar 2019 Sat	Geeta Sahu	09:13 (07:20)	19:40 (17:30)	10:27	08:17 (08:00)	-	-	-
03 Mar 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
04 Mar 2019 Mon	Geeta Sahu	-	-	-	-	-	MAHASHIVRATRI	-
05 Mar 2019 Tue	Geeta Sahu	07:15 (07:20)	15:21 (17:30)	08:06	08:01 (08:00)	-	-	-
06 Mar 2019 Wed	Geeta Sahu	09:16 (07:20)	17:25 (17:30)	08:09	08:09 (08:00)	-	-	-
07 Mar 2019 Thu	Geeta Sahu	09:06 (07:20)	17:06 (17:30)	08:00	08:00 (08:00)	-	-	-
08 Mar 2019 Fri	Geeta Sahu	07:25 (07:20)	15:30 (17:30)	08:05	08:05 (08:00)	-	-	-
09 Mar 2019 Sat	Geeta Sahu	09:15 (07:20)	17:21 (17:30)	08:06	08:06 (08:00)	-	-	-
10 Mar 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
11 Mar 2019 Mon	Geeta Sahu	07:19 (07:20)	15:24 (17:30)	08:05	08:04 (08:00)	-	-	-
12 Mar 2019 Tue	Geeta Sahu	07:27 (07:20)	15:28 (17:30)	08:01	08:01 (08:00)	-	-	-
13 Mar 2019 Wed	Geeta Sahu	09:09 (07:20)	17:09 (17:30)	08:00	08:00 (08:00)	-	-	-
14 Mar 2019 Thu	Geeta Sahu	08:09 (07:20)	16:09 (17:30)	08:00	08:00 (08:00)	-	-	-
15 Mar 2019 Fri	Geeta Sahu	07:28 (07:20)	16:21 (17:30)	08:53	08:53 (08:00)	-	-	-
16 Mar 2019 Sat	Geeta Sahu	09:13 (07:20)	19:51 (17:30)	10:38	08:17 (08:00)	-	-	-
17 Mar 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
18 Mar 2019 Mon	Geeta Sahu	07:21 (07:20)	15:23 (17:30)	08:02	08:02 (08:00)	-	-	-
19 Mar 2019 Tue	Geeta Sahu	07:20 (07:20)	15:50 (17:30)	08:30	08:30 (08:00)	-	-	-
20 Mar 2019 Wed	Geeta Sahu	07:57 (07:20)	15:57 (17:30)	08:00	08:00 (08:00)	-	-	-
21 Mar 2019 Thu	Geeta Sahu	-	-	-	-	-	HOLI (SECOND DAY)	-
22 Mar 2019 Fri	Geeta Sahu	07:21 (07:20)	16:08 (17:30)	08:47	08:47 (08:00)	-	-	-
23 Mar 2019 Sat	Geeta Sahu	-	-	-	-	-	-	Deputation-Approved



On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
24 Mar 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
25 Mar 2019 Mon	Geeta Sahu	09:02 (07:20)	17:05 (17:30)	08:03	08:03 (08:00)	-	-	-
26 Mar 2019 Tue	Geeta Sahu	09:13 (07:20)	17:15 (17:30)	08:02	08:02 (08:00)	-	-	-
27 Mar 2019 Wed	Geeta Sahu	09:19 (07:20)	17:20 (17:30)	08:01	08:01 (08:00)	-	-	-
28 Mar 2019 Thu	Geeta Sahu	-	-	-	-	-	-	Deputation-Approved
29 Mar 2019 Fri	Geeta Sahu	07:44 (07:20)	15:45 (17:30)	08:01	08:01 (08:00)	-	-	-
30 Mar 2019 Sat	Geeta Sahu	09:23 (07:20)	19:46 (17:30)	10:23	08:07 (08:00)	-	-	-
31 Mar 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
01 Apr 2019 Mon	Geeta Sahu	09:17 (09:00)	17:17 (18:15)	08:00	08:00 (08:00)	-	-	-
02 Apr 2019 Tue	Geeta Sahu	09:17 (09:00)	17:19 (18:15)	08:02	08:02 (08:00)	-	-	-
03 Apr 2019 Wed	Geeta Sahu	09:19 (09:00)	17:19 (18:15)	08:00	08:00 (08:00)	-	-	-
04 Apr 2019 Thu	Geeta Sahu	09:15 (09:00)	17:15 (18:15)	08:00	08:00 (08:00)	-	-	-
05 Apr 2019 Fri	Geeta Sahu	-	-	-	-	-	-	Deputation-Approved
06 Apr 2019 Sat	Geeta Sahu	09:27 (09:00)	13:56 (18:15)	04:29	04:29 (08:00)	-	GUDHI PADWA	-
07 Apr 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
08 Apr 2019 Mon	Geeta Sahu	09:17 (09:00)	17:17 (18:15)	08:00	08:00 (08:00)	-	-	-
09 Apr 2019 Tue	Geeta Sahu	09:12 (09:00)	17:12 (18:15)	08:00	08:00 (08:00)	-	-	-
10 Apr 2019 Wed	Geeta Sahu	09:12 (09:00)	17:12 (18:15)	08:00	08:00 (08:00)	-	-	-
11 Apr 2019 Thu	Geeta Sahu	09:14 (09:00)	17:17 (18:15)	08:03	08:03 (08:00)	-	-	-
12 Apr 2019 Fri	Geeta Sahu	08:50 (09:00)	17:00 (18:15)	08:10	08:00 (08:00)	-	-	-
13 Apr 2019 Sat	Geeta Sahu	-	-	-	-	-	RAM NAVMI	-
14 Apr 2019 Sun	Geeta Sahu	09:10 (-)	16:56 (-)	07:46	-	-	Weekly Off	-
15 Apr 2019 Mon	Geeta Sahu	09:17 (09:00)	17:17 (18:15)	08:00	08:00 (08:00)	-	-	-
16 Apr 2019 Tue	Geeta Sahu	09:15 (09:00)	13:01 (18:15)	03:46	03:46 (08:00)	-	-	Deputation-Approved
17 Apr 2019 Wed	Geeta Sahu	-	-	-	-	-	MAHAVIR JAYANTI	-
18 Apr 2019 Thu	Geeta Sahu	09:14 (09:00)	17:15 (18:15)	08:01	08:01 (08:00)	-	-	-
19 Apr 2019 Fri	Geeta Sahu	-	-	-	-	-	GOOD FRIDAY	-
20 Apr 2019 Sat	Geeta Sahu	09:05 (09:00)	17:05 (18:15)	08:00	08:00 (08:00)	-	-	-
21 Apr 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
22 Apr 2019 Mon	Geeta Sahu	08:54 (09:00)	17:01 (18:15)	08:07	08:01 (08:00)	-	-	-
23 Apr 2019 Tue	Geeta Sahu	09:14 (09:00)	17:15 (18:15)	08:01	08:01 (08:00)	-	-	-
24 Apr 2019 Wed	Geeta Sahu	09:49 (09:00)	17:49 (18:15)	08:00	08:00 (08:00)	-	-	-
25 Apr 2019 Thu	Geeta Sahu	08:48 (09:00)	17:01 (18:15)	08:13	08:01 (08:00)	-	-	-
26 Apr 2019 Fri	Geeta Sahu	-	-	-	-	-	-	Deputation-Approved
27 Apr 2019 Sat	Geeta Sahu	-	-	-	-	-	-	Deputation-Approved
28 Apr 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
29 Apr 2019 Mon	Geeta Sahu	-	-	-	-	-	ELECTION DAY	-
30 Apr 2019 Tue	Geeta Sahu	09:15 (09:00)	17:15 (18:15)	08:00	08:00 (08:00)	-	-	-
01 May 2019 Wed	Geeta Sahu	-	-	-	-	-	MAHARASHTRA DIN	-
02 May 2019 Thu	Geeta Sahu	08:48 (09:00)	17:45 (18:15)	08:57	08:45 (08:00)	-	-	-
03 May 2019 Fri	Geeta Sahu	09:15 (09:00)	17:15 (18:15)	08:00	08:00 (08:00)	-	-	-
04 May 2019 Sat	Geeta Sahu	09:44 (09:00)	19:24 (18:15)	09:40	08:31 (08:00)	-	-	-



On Date	Name	In Time	Out Time	DHrs	Hrs Counted	Leave Deducted	Holiday	OD Reason
05 May 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
06 May 2019 Mon	Geeta Sahu	09:10 (09:00)	17:10 (18:15)	08:00	08:00 (08:00)	-	-	-
07 May 2019 Tue	Geeta Sahu	09:12 (09:00)	17:13 (18:15)	08:01	08:01 (08:00)	-	-	-
08 May 2019 Wed	Geeta Sahu	09:09 (09:00)	17:09 (18:15)	08:00	08:00 (08:00)	-	-	-
09 May 2019 Thu	Geeta Sahu	09:16 (09:00)	17:17 (18:15)	08:01	08:01 (08:00)	-	-	-
10 May 2019 Fri	Geeta Sahu	09:37 (09:00)	17:37 (18:15)	08:00	08:00 (08:00)	-	-	-
11 May 2019 Sat	Geeta Sahu	09:16 (09:00)	17:21 (18:15)	08:05	08:05 (08:00)	-	-	-
12 May 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
13 May 2019 Mon	Geeta Sahu	09:45 (09:00)	17:45 (18:15)	08:00	08:00 (08:00)	-	-	-
14 May 2019 Tue	Geeta Sahu	09:33 (09:00)	17:33 (18:15)	08:00	08:00 (08:00)	-	-	-
15 May 2019 Wed	Geeta Sahu	09:34 (09:00)	18:00 (18:15)	08:26	08:26 (08:00)	-	-	-
16 May 2019 Thu	Geeta Sahu	09:58 (09:00)	17:58 (18:15)	08:00	08:00 (08:00)	-	-	-
17 May 2019 Fri	Geeta Sahu	10:08 (09:00)	19:30 (18:15)	09:22	08:07 (08:00)	-	-	-
18 May 2019 Sat	Geeta Sahu	-	-	-	-	-	BUDDHA POURNIMA	-
19 May 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
20 May 2019 Mon	Geeta Sahu	09:04 (09:00)	17:04 (18:15)	08:00	08:00 (08:00)	-	-	-
21 May 2019 Tue	Geeta Sahu	09:04 (09:00)	13:09 (18:15)	04:05	04:05 (08:00)	-	-	Deputation-Approved
22 May 2019 Wed	Geeta Sahu	09:35 (09:00)	17:35 (18:15)	08:00	08:00 (08:00)	-	-	-
23 May 2019 Thu	Geeta Sahu	09:36 (09:00)	17:36 (18:15)	08:00	08:00 (08:00)	-	-	-
24 May 2019 Fri	Geeta Sahu	09:11 (09:00)	17:11 (18:15)	08:00	08:00 (08:00)	-	-	-
25 May 2019 Sat	Geeta Sahu	09:37 (09:00)	19:21 (18:15)	09:44	08:38 (08:00)	-	-	-
26 May 2019 Sun	Geeta Sahu	-	-	-	-	-	Weekly Off	-
27 May 2019 Mon	Geeta Sahu	-	-	-	-	CL	-	-
28 May 2019 Tue	Geeta Sahu	09:34 (09:00)	17:36 (18:15)	08:02	08:02 (08:00)	-	-	-
29 May 2019 Wed	Geeta Sahu	09:36 (09:00)	17:36 (18:15)	08:00	08:00 (08:00)	-	-	-
30 May 2019 Thu	Geeta Sahu	08:47 (09:00)	17:00 (18:15)	08:13	08:00 (08:00)	-	-	-
31 May 2019 Fri	Geeta Sahu	09:36 (09:00)	-	00:00	00:00 (08:00)	1CL Reverted	-	-
01 Jun 2019 Sat	Geeta Sahu	09:31 (09:00)	17:31 (18:15)	08:00	08:00 (08:00)	-	-	-



*72/10/2019*  
Principal  
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