

COSEC REPORTS

TIME-ATTENDANCE



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1. DAILY REPORTS

Hourly Attendance

Matrix Comsec Pvt. Ltd.

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Hourly Attendance From 18/07/2016 To 18/07/2016

Run by: HR

Date: 18/07/2016

Date	Day	Shift	IN	OUT	IN	OUT	Late -IN	Early -OUT	Gross Work	Extra Work	Net Work	Total OT	
1 - SALIM ANSARI													
18/07/2016	Mon	23	08:16:	17:06					08:20	00:20	08:06	00:00	
							Total:	00:00	00:00	08:20	00:20	08:06	00:00
10 - RAJENDRA GOSWAMI													
18/07/2016	Mon	23	08:16:	17:01					08:15	00:15	08:01	00:00	
							Total:	00:00	00:00	08:15	00:15	08:01	00:00
1002 - MEGHA H SHUKLA													
18/07/2016	Mon	GS	10:25:	10:27			00:55		00:02	00:00	00:02	00:00	
							Total:	00:55	00:00	00:02	00:00	00:02	00:00
1003 - UMESH M TALANPURI													
18/07/2016	Mon	GS	09:16:	13:45					04:29	00:00	04:29	00:00	
							Total:	00:00	00:00	04:29	00:00	04:29	00:00
1008 - MAYANK K KORAT													
18/07/2016	Mon	GS	09:30:	09:31					00:01	00:00	00:01	00:00	
							Total:	00:00	00:00	00:01	00:00	00:01	00:00
1009 - DIPTI K RATHWA													
18/07/2016	Mon	GS	09:45:	14:00			00:15		04:15	00:00	04:15	00:00	
							Total:	00:15	00:00	04:15	00:00	04:15	00:00
1015 - SUMEDHA A GAWARIKAR													
18/07/2016	Mon	GS	09:36:	09:37			00:06		00:01	00:00	00:01	00:00	
							Total:	00:06	00:00	00:01	00:00	00:01	00:00

Daily Work Hours

Matrix Comsec Pvt. Ltd.

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Daily Work Hours From 15/07/2016 To 18/07/2016

Run by:HR

Date: 7/18/2016

Date	Day	Shift	IN-SPFID	OUT-SPFID	IN-SPFID	OUT-SPFID	FH	SH	Late -IN	Early -OUT	Lost Hours	Auth OT	Work Hrs	Net Work	Break Hours	Remark
1015																
SUMEDHA A GAWARIKAR																
15/07/2016	Fri	GS	09:21	19:54			PR	PR					10:03	09:00	00:30	
16/07/2016	Sat	GS														
17/07/2016	Sun	GS														
18/07/2016	Mon	GS	09:36	09:37			AB	AB	00:06		00:06		00:01	08:54		S-AB:Early-OUT
Total:									00:06	00:00	00:06	00:00	10:04	17:54	00:30	
Remark.....																
1030																
KEYUR BHALODIYA																
15/07/2016	Fri	GS	09:15	19:55			PR	PR					10:10	09:00	00:30	
16/07/2016	Sat	GS														
17/07/2016	Sun	GS														
18/07/2016	Mon	GS	09:01	14:00			PR	AB		00:01	00:01		04:59	08:59		S-AB:Early-OUT
Total:									00:00	00:01	00:01	00:00	15:09	17:59	00:30	
Remark.....																
SPFID: 1=Official IN, 2=Official OUT, 3=Short Leave IN, 4=Short Leave OUT, 5=Regular IN, 6=Regular OUT, 7=Break End, 8=Break Start, 9=Overtime IN, 10=Overtime OUT, 11=Late-IN Allowed, 12=Early-OUT Allowed																

Organization-Wise Daily Summary

Matrix Comsec Pvt. Ltd.

Organization-Wise Daily Summary From 19/07/2016 To 19/07/2016

Run by:HR

Date:7/19/2016

User ID	Name	Shift	Day Status	First IN	Last OUT	Early -IN	Late -IN	Early -OUT	Late -OUT	Gross Hours	Net-Work	Within Shift	Break Hours	Loss Hours	Adj. Hours	OT Hours	Auth. OT
19/07/2016 (Tuesday)																	
MATRIX COMSEC PVT. LTD.																	
2059	SHREEKUMAR PANDAY	S1	N	00:00	07:49	07:49	00:00	00:00	00:00	07:49	07:49	00:00	00:00	12:00		00:00	00:00
2203	S. KRISHNA RAO	S1	N	07:47	09:05	00:13	00:00	00:00	00:00	01:18	01:18	01:05	00:00	10:55		00:00	00:00
2231	JAYESH KALIDAS	23	N	07:48		00:42	00:00	00:00	00:00	00:00	00:00		00:00	08:42		00:00	
533	JAYPATH RATHOD	G5	N	09:14	10:28	00:00	00:00	00:00	00:00	01:14	01:14	01:14	00:00	07:46		00:00	00:00
712	MAHESH MAKWANA	G5	N	07:35	10:12	00:00	00:00	00:00	00:00	02:37	02:37	02:37	00:00	05:33		00:00	00:00
713	SHAILESH PARMAR	G5	N	07:35	07:42	00:00	00:00	00:00	00:00	00:07	00:07	00:07	00:00	08:03		00:00	00:00

Organization-Wise Daily Details

Matrix Comsec Pvt. Ltd.

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Organization-Wise Daily Details From 15/07/2016 To 18/07/2016

Run by:HR

Date:7/18/2016

Date	Day	Shift	Day Status	IN/OUT Punch												Late -IN	Early -OUT	Gross Hours	Within Shift	Loss Hours
				1 IN	2 OUT	3 IN	4 OUT	5 IN	6 OUT	7 IN	8 OUT	9 IN	10 OUT	11 IN	12 OUT					
MATRIX COMSEC PVT. LTD																				
User:		1059		PRATIK PATEL																
15/07/2016	Fri	GS	N																	09:00
16/07/2016	Sat	GS	WO																	
17/07/2016	Sun	GS	WO																	
18/07/2016	Mon	GS	N																	09:00
												Total:	00:0	00:00	00:00	00:00	18:00			
MATRIX COMSEC PVT. LTD																				
User:		123456		Arvind																
15/07/2016	Fri	GS	N																	09:00
16/07/2016	Sat	GS	WO																	
17/07/2016	Sun	GS	WO																	
18/07/2016	Mon	GS	N																	09:00
												Total:	00:0	00:00	00:00	00:00	18:00			

Organization-Wise Daily Work Details Report

Matrix Comsec Pvt. Ltd.													Page 1 of 2	
Organization-Wise Daily Work Details Report From 18/07/2016 To 19/07/2016														
Run by:HR											Date: 19/07/2016			
Date	Day	1 IN	2 OUT	3 IN	4 OUT	5 IN	6 OUT	Last IN	Last OUT	Net-Work Hours	Loss Hours	Auth OT	Site	Remarks
Matrix Comsec Pvt. Ltd.														
10		RAJENDRA GOSWAMI												
18/07/2016	Monday	08:16	17:01					08:16	17:01	08:01	00:00	00:00	Site-1	
19/07/2016	Tuesday	08:21						08:21		00:00	00:00	00:00		
										Total Hours:	08:01	00:00	00:00	
Summary:	Total Days:	2		PR Days:	1.0		Total Expected Hours:	16:00						
Matrix Comsec Pvt. Ltd.														
1002		MEGHA H SHUKLA												
18/07/2016	Monday	10:25	20:12					10:25	20:12	09:17	00:55	00:00	Site-1	
19/07/2016	Tuesday	10:18	10:23					10:18	10:23	00:05	00:48	00:00	Site-1	
										Total Hours:	09:22	01:43	00:00	
Summary:	Total Days:	2		PR Days:	1.0		Total Expected Hours:	18:00						

2. MONTHLY REPORTS

Organization-Wise Monthly Log

Matrix Comsec Pvt. Ltd.

Organization-Wise Monthly Log for JULY-2016

Run by:HR

Date: 27/07/2016

Sr. No	User ID	Name	Department																	Day Count:	PR	AB	PL	UL	WO	PH	FB	RD	TR				
Matrix Comsec Pvt. Ltd.			Marketing																	0.0	1.0	0.0	0.0	0.0	0	0	0	0	0				
2	1009	DIPTI K RATHWA	Team Leader																	0.0	1.0	0.0	0.0	0.0	0	0	0	0	0				
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
			GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Shift			-	-	-	10:00	09:35	09:21	09:36	09:22	-	-	09:33	09:21	09:48	09:49	09:28	-	-	09:45	09:22	09:13	09:26	09:24	-	-	09:44	09:27	09:22	-	-	-	
First IN			-	-	-	20:24	19:32	19:16	19:40	19:09	-	-	19:39	18:59	19:43	19:42	19:43	-	-	19:30	19:20	19:42	19:02	19:05	-	-	19:44	19:08	09:24	-	-	-	
Last OUT			-	-	-	09:54	09:27	09:25	09:34	09:17	-	-	09:36	09:08	09:25	09:23	09:45	-	-	09:15	09:28	09:59	09:06	09:11	-	-	09:30	09:11	00:02	-	-	-	
Gross			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Brk Start			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Brk End			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Break			-	-	-	00:30	00:30	00:30	00:30	00:30	-	-	00:30	00:30	00:30	00:30	00:30	-	-	00:30	00:30	00:30	00:30	00:30	-	-	00:30	00:30	-	-	-	-	
Early-IN			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Late-IN			-	-	-	00:30	00:05	-	00:06	-	-	-	00:03	-	00:18	00:19	-	-	-	00:15	-	-	-	-	-	00:14	-	-	-	-	-	-	
Early-OUT			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net-Work			-	-	-	09:54	09:27	09:25	09:34	09:17	-	-	09:36	09:08	09:25	09:23	09:45	-	-	09:15	09:28	09:59	09:06	09:11	-	-	09:30	09:11	00:02	-	-	-	
Late-OUT			-	-	-	01:54	01:02	00:46	01:10	00:39	-	-	01:09	00:29	01:13	01:12	01:13	-	-	01:00	00:50	01:12	00:32	00:35	-	-	01:14	00:38	-	-	-	-	
Extra			-	-	-	01:44	01:17	01:15	01:24	01:07	-	-	01:26	00:58	01:15	01:13	01:35	-	-	01:05	01:18	01:49	00:56	01:01	-	-	01:20	01:01	-	-	-	-	
Loss			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1st Half			PL	-	-	PR	PR	PR	PR	PR	-	-	PR	PR	PR	PR	PR	-	-	PR	PR	PR	PR	PR	-	-	PR	PR	AB	-	-	-	
2nd Half			PL	-	-	PR	PR	PR	PR	PR	-	-	PR	PR	PR	PR	PR	-	-	PR	PR	PR	PR	PR	-	-	PR	PR	AB	-	-	-	
Total Hours:			Gross	Break	Net-Work	Extra	Loss	Adjusted	Authorized	Authorized																							
			Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Overtime	C-Off																					

Legend: PR-Present, WO-Week-Off, PH-Public Holiday, AB-Absent, FB-Field Break, RD-Rest Day, PL-Paid Leave, UL-Unpaid Leave, TR-Tour

Organization-Wise Monthly Details

Matrix Comsec Pvt. Ltd.
Organization-Wise Monthly Details for JUNE-2016

Page 1 of 1

Run by:HR

Date: 27/7/2016

User ID	Name	N	WO	PH	PL	UL	TR	PR	AB	SL	Net-Work	Auth OT	Loss Hours
Matrix Comsec Pvt. Ltd.													
1015	SUMEDHA A GAWARIKAR	22	8	0	0.5	0.0	0.0	20.5	1.0	0	209:32	00:00	00:47
1016	BALAJI A	26	4	0	1.0	0.0	0.0	25.0	0.0	0	00:00	00:00	00:00
102	AKSHAY SHETH	22	8	0	0.0	0.0	5.0	17.0	0.0	0	151:49	00:00	00:19
1022	PANDURANG D CHAUHAN	22	8	0	0.0	0.0	0.0	21.0	1.0	0	223:39	00:00	00:11
1030	KEYUR BHALODIYA	22	8	0	0.0	0.0	0.0	22.0	0.0	0	221:08	00:00	00:03
1038	TANMAY SHAH	22	8	0	0.0	0.0	0.0	22.0	0.0	0	203:53	00:00	02:16

Legend: N: Normal, WO: Week-Off, PH: Public Holiday,PR: Present,AB: Absent,TR:Tour,SL:Short Leave,PL:Paid Leave, UL:Unpaid Leave

Organization-Wise Monthly Summary

Matrix Comsec Pvt. Ltd.

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Organization-Wise Monthly Summary for JULY-2016

Run by: HR

Date: 27/7/2016

User ID	Name	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	Total Gross	Total Auth OT	Total Loss	
Matrix Comsec Pvt. Ltd.																																				
1015	SUMEDHA	PR-PR			PR-PR	PR-PR	PR-PR	PR-PR	PR-PR			PR-PR	PR-PR	PR-PR	PR-PR	PR-PR			PR-PR	PR-PR	PR-PR	PR-PR	PR-PR		PR-PR	PR-PR	AB-							181.42	00.00	36.54
1016	BALAJI A	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	00.00	00.00	208.00
102	AKSHAY SHETH	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	TR-TR	WO-	WO-	PR-PR	PR-PR	TR-TR	TR-TR	TR-TR	WO-	WO-	PR-PR	AB-							126.42	00.00	72.00
1022	PANDURANG	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR			PR-PR	PR-PR	PR-PR	PR-PR			PR-PR	PR-PR	PR-PR	PR-PR	PR-PR		PR-PR	PR-PR	AB-							189.12	00.00	31.28
1030	KEYUR	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PL-PL	PL-PL	WO-	WO-	PR-PR	PR-PR	AB-			159.42	00.00	49.23
1038	TANMAY SHAH	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	WO-	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-AB	AB-						171.01	00.00	41.19
1041	SATISH JHA	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	PR-PR	WO-	00.00	00.00	208.00

Muster Roll

Matrix Comsec Pvt. Ltd.
Muster Roll For JULY-2016

Run by: HR

Date: 27/7/2016

Sr No	User ID	Name	Designation	PR	WO	PH	PL	TR	AB	UL
Marketing										
1	1016	BALAJI A	BUSINESS MANAGER	1.0	0.0	0.0	0.0	0.0	0.0	0.0
Shift	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
Stat1	PR	PR	WO	PR	PR	PR	PR	PR	PR	PR
Stat2	PR	PR	WO	PR	PR	PR	PR	PR	PR	PR
HR & ADMIN										
1	102	AKSHAY SHETH	Team Leader	13.0	8.0	0.0	0.0	4.0	1.0	0.0
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Stat1	PR	WO	WO	PR	PR	PR	PR	WO	WO	PR
Stat2	PR	WO	WO	PR	PR	PR	PR	WO	WO	PR
SAD - Telecom										
1	1015	SUMEDHA A GAWARIKAR	Team Leader	0.0	0.0	0.0	0.0	0.0	1.0	0.0
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Stat1	PR			PR	PR	PR	PR			AB
Stat2	PR			PR	PR	PR	PR			AB
2	1022	PANDURANG D CHAUHAN	Engineer	2.0	2.0	0.0	0.0	0.0	1.0	0.0
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Stat1	PR	WO	WO	PR	PR	PR	PR			AB
Stat2	PR	WO	WO	PR	PR	PR	PR			AB

Legend: PR-Present, WO-Week-Off, PH-Public Holiday, PL-Paid Leave, AB-Absent, TR-Tour, UL-Unpaid Leave

Muster Summary

MATRIX COMSEC PVT LTD											Page 3 of 11			
Department-Wise Muster Summary for December-2011											Date: 2/12/2011			
Run by: HR														
Sr. No.	User ID	Name/Designation	PR	WO	PH	TR	PL	AB	UL	LO	Total OT	Auth OT	Total WorkTime	Total COFF
Marketing														
1	301	Jagruti Maheria Sales Co-ordinator	17.0 CO: 1	4	2	7.0	1.0	1.0	0.0	0.0	00:00	00:00	00:00	00:00
2	334	Srikanth Pisipati National Sales Manager	0.0	4	2	0.0	0.0	1.0	0.0	0.0	00:00	00:00	00:00	00:00
3	337	Vivek Ratnakar Business Manager	0.0	4	2	6.0	1.5	0.0	0.0	0.0	00:00	00:00	00:00	00:00
4	340	Deepak C Designation-1	0.0	4	2	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
5	346	Vinit V National Sales Manager	0.0	4	0	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
6	347	Pranav Guptey Engineer	0.0	0	2	0.0	0.0	1.0	0.0	0.0	00:00	00:00	00:00	00:00
7	349	A.Parthasarthy Business Manager	0.0	0	2	0.0	1.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
8	350	Vinay V Business Manager	0.0	4	2	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
9	352	Jaymin Pawar Business Manager	0.0	4	0	0.0	1.0	1.0	0.0	0.0	00:00	00:00	00:00	00:00
10	354	Naveen G Business Manager	0.0	4	0	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
11	355	Kumar Gaurav Business Manager	0.0	4	2	0.0	1.5	0.0	0.0	0.0	00:00	00:00	00:00	00:00
12	358	Nilesh Patel Business Manager	0.0	4	2	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
13	360	Mayank Kosta Business Manager	0.0	4	2	0.0	2.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
14	365	Ananda Business Manager	0.0	4	2	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
15	700	Umesh Shah Consultant	0.0	4	2	0.0	0.0	1.0	0.0	0.0	00:00	00:00	00:00	00:00
Support														
1	326	Nitin Kumar Engineer	0.0	4	2	0.0	2.0	1.0	0.0	0.0	00:00	00:00	00:00	00:00
HR & Admin														
1	102	Akshay Sheth Sr HR Manager	0.0	4	2	0.0	1.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
2	105	Satish Raje Accountant	0.0	4	2	0.0	1.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00

Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, LO-Lay Off

Salary Data

MATRIX COMSEC PVT LTD															Page 3 of 23	
Department-Wise Salary Data for November-2011															Date: 2/12/2011	
Run by: HR																
Sr. No.	User ID	Name/Designation	PR	WO	PH	PL	TR	AB	UL	LO	Shift ALW	Pay Day	Auth OT	Total WorkTime	Total COFF	
Marketing																
1	1041	Satish Jha Business Manager	26.0	4	0	0.0	0.0	0.0	0.0	0.0	0	30.0	00:00	00:00	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
2	1044	Praneer Roy Business Manager	26.0	4	0	0.0	0.0	0.0	0.0	0.0	0	30.0	00:00	00:00	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
3	287	Soma C Engineer	23.0	4	0	3.0	0.0	0.0	0.0	0.0	0	30.0	00:00	196:03	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
4	295	Bhavik Patel Engineer	24.0	4	0	0.0	0.0	1.0	1.0	0.0	0	28.0	00:00	222:53	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
5	301	Jagruti Maheria Engineer	26.0	4	0	0.0	0.0	0.0	0.0	0.0	0	30.0	00:00	210:10	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
6	334	Srikanth Pispati National Sales Manager	9.5	4	0	3.5	13.0	0.0	0.0	0.0	0	30.0	00:00	87:36	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
7	337	Vivek Ratnakar Business Manager	24.0	4	0	2.0	0.0	0.0	0.0	0.0	0	30.0	00:00	00:00	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
8	340	Deepak C Business Manager	20.0	4	0	6.0	0.0	0.0	0.0	0.0	0	30.0	00:00	171:15	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
9	346	Vinit V National Sales Manager	13.5	4	0	0.5	12.0	0.0	0.0	0.0	0	30.0	00:00	109:42	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
10	347	Pranav Guptey Engineer	15.5	4	0	3.0	7.5	0.0	0.0	0.0	0	30.0	00:00	141:35	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						
11	349	A. Partha Business Manager	23.0	4	0	3.0	0.0	0.0	0.0	0.0	0	30.0	00:00	00:00	00:00	
Previous Adjustment :			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0						

Previous Adjustment Summary

Matrix Comsec Pvt. Ltd.													Page 1 of 1		
Previous Adjustment Summary For NOVEMBER-2016													Run by:HR		
													Date: 23/11/2016		
Sr No	Year	Month	Date	Prev Status	Current Status	Adj. Days	Prev OT	Current OT	Adj. OT	Prev WrkTime	Current WrkTime	Adj. WrkTime	Generated By	Remark	
User			: v2 vinit												
Department			: Information Technology					Designation			: Software Engineer				
1	2016	NOV	10/10/2016	AB AB	PR AB	0.5				00:00	13:00	13:00	System		
Total:												13:00			

Absentee Detail

Matrix Comsec Pvt. Ltd.					Page 1 of 45
Organization-Wise Absentee Detail For JULY-2016					
Run by:HR			Date: 27/07/2016		
Sr No	User ID	Name	Designation	Absent Dates	Total Absent Days
MATRIX H.O.					
1	1059	PRATIK PATEL	Engineer	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26
2	1061	ARVIND	Team Leader	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26
3	1999	DEV RAT JIVANI	Team Leader	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26
4	2006	AISHWARYA	Team Leader	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26
5	2010	DIVYA JOSEPH	Team Leader	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26
6	2011	DINKAL	Team Leader	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26
7	2012	PALAK DOSHI	Team Leader	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	26

Shift Detail

Matrix Comsec pvt. Ltd.

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Organisation-Wise Shift Details for NOVEMBER-2016

Run by:HR

Date: 23/11/2016

User ID	Name	Designation																													
Matrix Comsec																															
5	Vivek	Software Engineer																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Schedule Shift		GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Working Shift		GS	GS	GS	GS	GS	GS	GS	GS	1	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Update Type		-	-	-	-	-	-	-	-	M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Mukesh	Software Engineer																													
		4																													
Schedule Shift		-																													
Working Shift		-																													
Update Type		-																													
1	Paulo	Software Engineer																													
		1	2	3	4																										
Schedule Shift		-	-	-	-																										
Working Shift		-	-	-	-																										
Update Type		-	-	-	-																										
7	Nadeem Khan	Software Engineer																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Schedule Shift		GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
Working Shift		GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
Update Type		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Shift Change

Matrix Comsec Pvt. Ltd.

Page 1 of 1

Organization-Wise Shift Change From 19/07/2016 To 21/07/2016

Run by:HR

Date: 21/07/2016

Sr No	User ID	Name	Date	Scheduled Shift	Current Shift
ORGANISATION 1.					
1	2059	SHREEKUMAR PANDAY	19/07/2016	S1	S2
2	808	CHINTAN PATIL	19/07/2016	S2	S1
3	808	CHINTAN PATIL	20/07/2016	S2	S1
4	808	CHINTAN PATIL	21/07/2016	S2	S1
5	820	SURESH M PAWAR	19/07/2016	S2	S1
6	820	SURESH M PAWAR	21/07/2016	S2	S1
7	828	SAILESH R VASAVA	21/07/2016	S4	S3
8	840	KANTIBHAI VASAVA	21/07/2016	S4	S3
Matrix Comsec Pvt. Ltd.					
1	2060	CHANDRAKANT NARA	19/07/2016	S1	S2

Shift-Wise Head Count

Matrix Comsec Pvt. Ltd.

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Shift-Wise Head Count For JULY-2016

Run by:HR

Date: 27/07/2016

Shift	1 Fri	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 Wed	28 Thu	29 Fri	30 Sat	31 Sun	Monthly Headcount
11-General Shift	1	1																														25
22-Fac Saturday Shift		148							140	1						144	1						147	4								585
23-Fac General Shift	78	1	1	150	150	154	139	140	1		143	148	151	147	145	1		143	143	150	142	153	1		149	152	145				2727	
CN-Consultant New				1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1	1	1	1	1				16	
EU-Europe (12.20-21.20)				1	1		1				1		1					1	1	1	1	1	1			1	1	1			13	
G1-GENERAL 1000 TO 1900	2			2	2	2	2	2			2	2	2	2	2	1		2	2	2	2	2	1		2	2	2				40	
G3-GENERAL 0800 TO 1730	1			1	1	1	1	1			1	1		1	1			1		1	1	1	1			1	1	1			17	
G5-MORNING 0730 TO 1630	10	9		10	10	10	10	11	9	1	6	9	8	10	9	10	1	10	10	10	10	8	9	4	10	10	10				224	
GN-General New							1	1			1	1	1	1	1								1								8	
GS-HO RnD General Shift	358	32	6	365	372	371	365	367	52	9	354	377	376	363	338	43	12	355	365	370	369	365	42	20	369	364	356				7135	
PG-0830 TO 1800	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	26	
Q2-QC Auto Shift 2													1																		1	
S1-Guard 0800 to 2000	4	4	3	5	4	5	4	5	4	5	4	5	4	5	4	4	3	4	4	5	4	5	3	4	3	5	3				112	
S2-Guard 2000 to 0800	3	2	3	2	3	2	2	1	2	1	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	1	1				61	
S3-Guard 0700 to 1500	2	2	2	2	2	1	3	2	1	2	2	2	4	2	3	2	3	2	2	2	4	2	2	1	2	2	2				58	
S4-Guard 1500 to 2300	2	2	2	2	2	3	1	2	2		2	2	1	2	2	2		2	2	2		2	2	3	2	2					46	
S5-Guard 2300 to 0700	2	2	2	2	2	1	2	2	1	2	2	1	1	2	1	2	3	2	2		2	2	2	2	2	2	2				46	
SE-Support Evening	2	1	1	2	2	2	1	1	1	1	1	1	2	1	1	2	2	1	2	2	1	1	1	1	1	2	2				37	
SN-Support Night	1	1	1		2	2	1	2	1		2	2	2	1	1	2	2	2	2	1	1	2	1	1	2	2					37	
Daily Headcount	467	206	21	547	556	557	536	540	216	24	527	556	560	542	514	217	31	530	541	551	542	550	216	44	551	549	523				11214	

Organization-Wise Flexible Summary

Matrix Comsec Pvt. Ltd.					Page 1 of 1
Organization-Wise Flexible Summary For MAY-2016					
Run by:HR				Date: 7/27/2016	
Sr No	User ID	Name	Work Hours	Availed Grace Count	Availed Grace Hours
Matrix Comsec Pvt. Ltd.					
1	1255	SUDESHNA NIYOGI	00:00	0	00:00
CONSULTANT					
1	850	SANGEETA MEHRA	00:00	0	00:00

Shift-Wise Count Summary

Matrix Comsec Pvt. Ltd.							Page 1 of 58	
Shift-Wise Count Summary For 18/07/2016								
Run by:HR							Date: 19/07/2016	
Shift ID	Name	Assigned	Scheduled	On Leave/Tour	On Week-OFF	On Holiday	Reported	Not Yet Reported
11	General Shift	2	2	0	0	0	1	1
Assigned								
User ID	Name	Shift	First Punch	Last Punch	First Half	Second Half		
2067	Manharbhai K Patel	11	07:37	18:36	PR	PR		
865	FIRDOSH MANSURI	11						
Scheduled								
User ID	Name	Shift	First Punch	Last Punch	First Half	Second Half		
2067	Manharbhai K Patel	11	07:37	18:36	PR	PR		
865	FIRDOSH MANSURI	11						
Reported								
User ID	Name	Shift	First Punch	Last Punch	First Half	Second Half		
2067	Manharbhai K Patel	11	07:37	18:36	PR	PR		
Not Yet Reported								
User ID	Name	Shift	First Punch	Last Punch	First Half	Second Half		
865	FIRDOSH MANSURI	11						
23	Fac General Shift	183	183	0	0	0	143	40
Assigned								
User ID	Name	Shift	First Punch	Last Punch	First Half	Second Half		
1	SALIM ANSARI	23	08:16	17:06	PR	PR		
10	RAJENDRA GOSWAMI	23	08:16	17:01	PR	PR		
1050	ANIL MODI	23	08:12	17:10	PR	PR		
1076	VIJAYKUMAR PRAJAPATI	23	08:19	17:08	PR	PR		
1097	DARSHAN MISTRY	23	08:16	17:05	PR	PR		

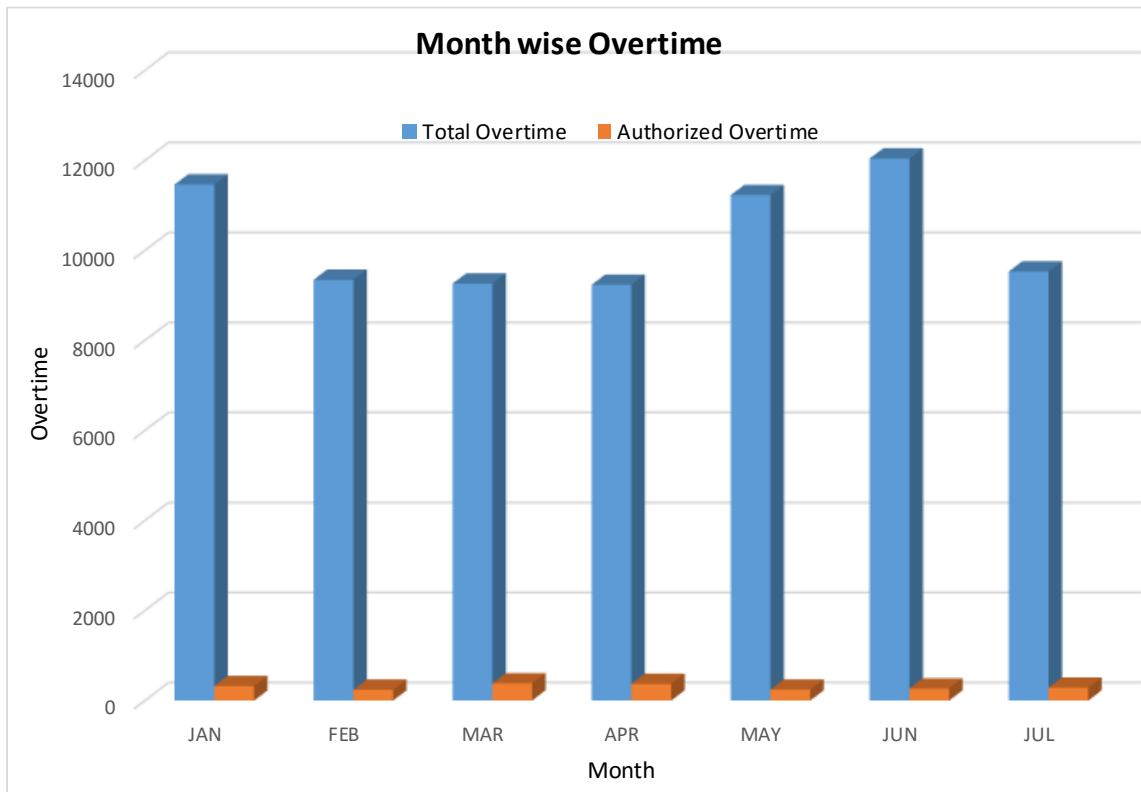
Month-Wise Overtime Chart

Matrix Comsec Pvt. Ltd.

Month-Wise Overtime From JANUARY-2016 To JULY-2016

Run by:HR

Date: 28/07/2016



Month	Tot OT	Auth OT	OT (%)
JAN	11465:37	321:39	2.81
FEB	9347:55	241:52	2.59
MAR	9263:31	381:35	4.12
APR	9237:19	370:56	4.02
MAY	11229:54	243:25	2.17
JUN	12044:28	266:37	2.21
JUL	9530:16	287:17	3.01

3. YEARLY REPORTS

Yearly Performance

MATRIX COMSEC PVT LTD

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Yearly Performance from December-2010 to November-2011

Run by: HR

Date: 02/12/2011

Sr. No.	Name	Department	Designation	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	
1	Dushyant Aghara	HDG - Telecom	Engineer													
PR	24.5	21.0	22.0	25.0	25.0	26.0	26.0	24.5	25.0	26.0	22.0	25.5				
WO	6.0	7.0	6.0	6.0	4.0	5.0	4.0	5.0	4.0	4.0	5.0	4.0				
PH	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	4.0	0.0				
PL	0.5	0.0	0.0	0.0	1.0	0.0	0.0	1.5	0.0	0.0	0.0	0.5				
TR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
AB	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
UL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
WrkTime	219:18	185:52	194:21	223:36	210:45	213:45	215:15	202:47	207:02	213:26	183:5	210:13				
LOSS	00:00	00:00	00:00	00:00	00:05	00:06	00:00	00:02	00:11	00:04	00:00	00:00				
OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00				
PR: 292.5 WO: 60 PH: 9 TR: 0.0 PL: 3.5 AB:0.0 UL:0.0 LOSS: 00:28 OT: 00:00 Work Hrs: 2,480:17																
2	Vijay Patel	Software	Software Engineer													
PR	24.5	21.0	21.5	24.0	25.0	26.0	25.5	24.0	8.0	22.0	21.0	22.5				
WO	6.0	7.0	6.0	6.0	4.0	5.0	4.0	5.0	1.0	4.0	5.0	4.0				
PH	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	0.0				
PL	0.5	0.0	0.5	1.0	1.0	0.0	0.5	2.0	0.0	4.0	1.0	3.5				
TR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
AB	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0				
UL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				
WrkTime	218:55	186:38	194:04	221:10	210:56	213:26	205:31	194:32	66:55	181:10	170:5	185:08				
LOSS	00:00	00:14	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00				
OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00				
PR: 265.0 WO: 57 PH: 9 TR: 0.0 PL: 14.0 AB: 1.0 UL: 0.0 LOSS: 0:14 OT: 00:00 Work Hrs: 2,249:18																

Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, OT-Overtime

4. OVERTIME

Department-Wise Overtime

MATRIX COMSEC PVT LTD								Page 1 of 2
Department-Wise Overtime from 30/11/2011 to 30/11/2011								Date: 2/12/2011
Run by: HR								
Sr. No.	User ID	Name	Date	Shift	In	Out	Auth OT	Overtime
Software								
1	291	Darshan Prajapati	30/11/2011	GS	09:25	20:15	00:00	01:50
Overtime Group Total:							00:00	01:50
Marketing								
1	287	Soma Chakraborty	30/11/2011	GS	09:01	19:11	00:00	01:10
2	352	Jaymin P Pawar	30/11/2011	GS	09:23	20:54	00:00	02:31
Overtime Group Total:							00:00	03:41
Support								
1	397	Karthika Ravindranath	30/11/2011	GS	09:20	19:41	00:00	01:21
Overtime Group Total:							00:00	01:21
Purchase								
1	22	Yogesh Sharma	30/11/2011	GS	09:14	19:15	00:00	01:01
2	31	Ashutosh Pradhan	30/11/2011	GS	07:52	19:04	00:00	02:12
Overtime Group Total:							00:00	03:13
Marketing Communication								
1	127	Anuradha Jani	30/11/2011	GS	09:37	19:46	00:00	01:46
Overtime Group Total:							00:00	01:46
Product Management								
1	223	Manju Lakra	30/11/2011	GS	09:28	19:49	00:00	01:21
2	240	Dhaval Kumar Bhagora	30/11/2011	GS	08:47	18:47	00:00	01:00
Overtime Group Total:							00:00	02:21
SAD - Security								
1	363	Yashavadan M Dalsaniya	30/11/2011	GS	16:47	19:26	00:00	01:26
2	366	Shruti Sahni	30/11/2011	GS	08:31	18:31	00:00	01:00
3	371	Pravin Bharwad	30/11/2011	GS	08:58	20:04	00:00	02:06
4	373	Dhrupal Tilava	30/11/2011	GS	07:54	19:27	00:00	02:33
5	377	Krutik Kumar Patel	30/11/2011	GS	09:04	20:38	00:00	02:34
Overtime Group Total:							00:00	09:39
Hardware CAD Group - Telecom								
1	388	Kuldeep Sanchania	30/11/2011	GS	09:18	21:32	00:00	03:14
Overtime Group Total:							0:00	03:14

Weekly Working Hours & Overtime

MATRIX COMSEC PVT LTD

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Weekly Working Hrs & Overtime from 01/11/2011 to 07/11/2011

Run by: HR

Date: 22/12/2011

Sr. No.	User ID	Name	Department					Total OT	Total WrkHrs
1	1001	AnkitSohaliya	SDG - Security					05:07	54:05
			01(TUE)	02(WED)	03(THU)	04(FRI)	05(SAT)	06(SUN)	07(MON)
	Overtime	8:46	02:04	01:30	08:55	07:17			01:33
	Work Hrs		10:04	09:30					09:33
2	1006	Arpan Desai	Support					06:09	54:42
			01(TUE)	02(WED)	03(THU)	04(FRI)	05(SAT)	06(SUN)	07(MON)
	Overtime	01:05	01:17	08:13	08:41	07:39			03:47
	Work Hrs	09:05	09:17						11:47
3	1007	Dhaval Patel	SAD - Telecom					06:17	54:55
			01(TUE)	02(WED)	03(THU)	04(FRI)	05(SAT)	06(SUN)	07(MON)
	Overtime	08:47	08:51	01:04	01:53	01:26			01:54
	Work Hrs			09:04	09:53	08:26			09:54
4	1008	Mayank Korat	SDG - Telecom					08:14	47:24
			01(TUE)	02(WED)	03(THU)	04(FRI)	05(SAT)	06(SUN)	07(MON)
	Overtime			02:28	01:40	02:29		01:37	01:54
	Work Hrs			10:28	09:40	09:29			9:54
5	1011	Parika Pandey	PLCC Sales					00:00	48:01
			01(TUE)	02(WED)	03(THU)	04(FRI)	05(SAT)	06(SUN)	07(MON)
	Overtime	08:13	08:18	08:01	08:12	07:13			08:04
	Work Hrs								

Organization-Wise Overtime Report

Matrix Comsec Pvt. Ltd.												Page 1 of 10
Organization-Wise Overtime Report From 19/07/2016 To 20/07/2016												20/07/2016
Run by:HR												
Sr No	User ID	Name	Date	Shift	IN	OUT	Overtime	Authorized	Credit	Debit	Availed	Available
ORGANISATION 1.												
1	2018	NILESH JAGTAP	19/07/2016	G5	07:14	17:00	00:30	00:00	00:00	00:00	00:00	00:00
2	2059	SHREEKUMAR PANDAY	19/07/2016	S2	00:00	01:30	07:20	00:00	00:00	00:00	00:00	00:00
3	2203	S KRISHNA RAO	19/07/2016	S1	07:47	19:58	03:31	00:00	00:00	00:00	00:00	00:00
4	2230	RAJNI MACWAN	19/07/2016	23	08:20	17:05	00:05	00:00	00:00	00:00	00:00	00:00
Overtime Group Total:							11:26	0:00	0:00	0:00	0:00	0:00
Matrix Comsec Pvt. Ltd.												
1	10	RAJENDRA GOSWAMI	19/07/2016	23	08:21	19:01	02:00	00:00	00:00	00:00	00:00	00:00
2	1002	MEGHA H SHUKLA	19/07/2016	GS	10:18	20:00	01:02	00:00	00:00	00:00	00:00	00:00
3	1003	UMESH M TALANPURI	19/07/2016	GS	09:15	18:46	00:51	00:00	00:00	00:00	00:00	00:00
4	1008	MAYANK K KORAT	19/07/2016	GS	09:25	19:34	01:29	00:00	00:00	00:00	00:00	00:00
5	1009	DIPTI K RATHWA	19/07/2016	GS	09:22	19:20	01:18	00:00	00:00	00:00	00:00	00:00
6	1015	SUMEDHA A GAWARIKAR	19/07/2016	GS	09:26	20:19	02:13	00:00	00:00	00:00	00:00	00:00
Overtime Group Total:							05:51	0:00	0:00	0:00	0:00	0:00

Site-Wise User Presence and Overtime

Matrix Comsec Pvt. Ltd.						Page 1 of 8	
Site-Wise User Presence & Overtime From 22/11/2015 To 22/11/2016							
Run by:HR						Date: 22/11/2016	
Sr No	User ID	Name	OCTEL NETWORKS	Group	Department	Present Days	Overtime
Site-1							
1	5	Vivek	Matrix Comsec	Head Office	Information Technology	17.0	45:34
2	5	Vivek	Matrix Comsec	HO	Information Technology	0.5	00:00
3	5	Vivek	Matrix Comsec	HO	Report Group	0.0	00:00
4	5	Vivek	Matrix Comsec	HO	WEB DESIGN	0.0	00:00
5	6	Mukesh	Matrix Comsec	Head Office	Information Technology	4.0	01:00
6	6	Mukesh	Matrix Comsec	Head Office	Report Group	0.0	00:00
7	7	Viren	Matrix Comsec	Head Office	Information Technology	2.5	12:08
8	7	Viren	Matrix Comsec	Head Office	Report Group	0.0	00:00
9	7	Viren	Matrix Comsec	Head Office	WEB DESIGN	0.0	00:00
10	8	Sagar	Matrix Comsec	Head Office	Information Technology	0.0	00:00
11	8	Sagar	Matrix Comsec	Head Office	Report Group	0.0	00:00
12	8	Sagar	Matrix Comsec	Head Office	WEB DESIGN	0.0	00:00
13	9	Sachin	Matrix Comsec	Head Office	Information Technology	16.0	00:00
14	9	Abhin	Matrix Comsec	Head Office	Report Group	0.0	00:00
15	9	Viren	Matrix Comsec	Head Office	WEB DESIGN	0.0	00:00
16	1	Paulo	Matrix Comsec	Head Office	Information Technology	14.0	00:00
17	1	Paulo	Matrix Comsec	Head Office	Report Group	0.0	00:00
18	1	Paulo	Matrix Comsec	Head Office	WEB DESIGN	0.0	00:00
19	11	Dheeraj	Matrix Comsec	Head Office	Information Technology	5.0	00:00
20	11	Dheeraj	Matrix Comsec	Head Office	Report Group	0.0	00:00
21	11	Dheeraj	Matrix Comsec	Head Office	WEB DESIGN	0.0	00:00

Group-Wise Total Head Count and Overtime

Matrix Comsec Pvt. Ltd.					Page 1 of 3
Group-Wise Total Head Count & Overtime From 22/11/2015 To 22/11/2016					
Run by:HR			Date: 22/11/2016		
Group:	Head Office	Weekly Offs: 568	Absents: 4,456.5	Leaves: 41.5	
Department	Shift	Shift Name	Headcount	Overtime	
ID: 1	11	11-02	1	13:30	
Name: Information Technology	24	24HoursShift	1	01:23	
	BS	BAPORE SHIFT	104	389:52	
	GE	GENERAL MK	0	00:00	
	GS	General Shift	61	167:39	
	HO	Head Office Shift	26	57:19	
	MK	Morming k	3	15:17	
	NS	Night Shift	3	20:53	
	GN	NIGHT SHIFT	40	69:35	
	13	nit shift	21	26:09	
	NN	NOR	0	00:00	
	1	Normal Shift	17	221:43	
		TOTAL	277.0	983:20	
Department	Shift	Shift Name	Headcount	Overtime	
ID: 7	24	24HoursShift	0	00:00	
Name: Report Group	BS	BAPORE SHIFT	0	00:00	
	GS	General Shift	1	00:17	
	HO	Head Office Shift	7	07:29	
	MK	Morming k	0	00:00	
	GN	NIGHT SHIFT	7	01:31	
	NS	Night Shift	0	00:00	
	13	nit shift	0	00:00	
		TOTAL	15.0	09:17	

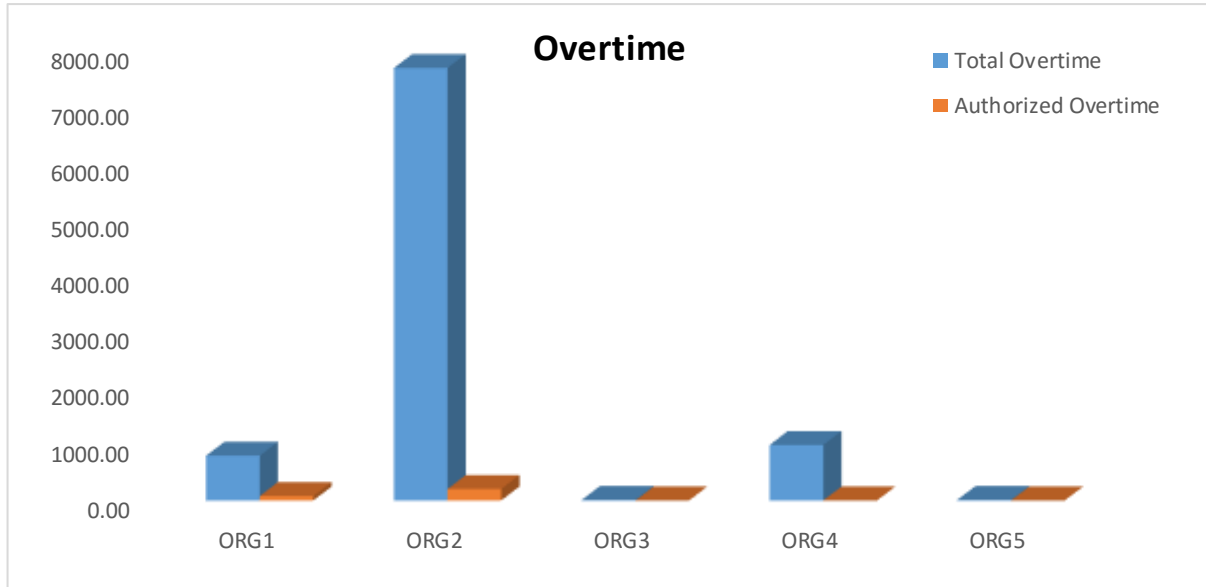
Overtime Chart

Matrix Comsec Pvt. Ltd.

Overtime Chart

Run by:HR

Date: 27/07/2016



Organization	Man Days	Tot OT	Auth OT	OT (%)
ORG1	352	794.00	78	9.90
ORG2	6195	7,669	204	2.67
ORG3	18	11	0	0.00
ORG4	831	983	0	0.00
ORG5	15	11	0	0.00

5. STATUTORY

Form T (Muster Roll)

Muster Roll																																							
Wages Period From: 01/6/2016 To: 30/6/2016																																							
Sr.No.	Ref. No	Name Designation	Daily Attendance																												Total Attendance								
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	PR	WO	PH	CO			
1	1	SALIM ANSARI Engineer	W O	P	P	P	W O	PL	P	P	P	P	W O	P	P	P	P	P	W O	P	P	P	P	P	P	P	W O	P	P	P	P	P	PR	23	WO	5	PH	0	
																																	AB	1	CL	0	CO	0	
																																		ML	0	PL	1	TOT	30
2	10	RAJENDRA GOSWAMI Engineer	P	P	P	P	W O	P	P	P	P	P	W O	P	P	P	P	P	W O	P	P	P	P	P	P	P	W O	P	P	P	P	P	PR	25	WO	4	PH	0	
																																		AB	1	CL	0	CO	0
																																		ML	0	PL	0	TOT	30
3	1002	MEGHA H SHUKLA Engineer	P	P	P	W O	W O	P	P	P	P	W O	W O	P	P	P	P	P	W O	W O	P	P	P	P	P	W O	W O	P	P	P	P	P	PR	20.5	WO	8	PH	0	
																																		AB	1	CL	0	CO	0
																																		ML	0	PL	0.5	TOT	30

Form 18

FORM NO. 18 Register of Leave with Wages																					
1 Full Name : SALIM ANSARI		4 Department : Assembly		7 Date of Discharge/ Dismissal/ Quitting Employment/ Superannuation/ Death while in Service																	
2 Sex : Male		5 Designation : Engineer		8 Date of Payment in lieu of Leave with Wages Due is Such Case.																	
3 Sr. No. in the Register : 1		6 Date of Joining : 01-11-1992		9 Whether Leave in Accordance with Scheme Under Section 79(8) Refused. 2016																	
Calendar Year of Service (i.e. Previous)	Leave Due as 1st of Jan of the Year in Col.		Leave availed during the Year.				No. of working days for computation of leave during the year mentioned in Co. 1	Matrix ComSec					Regular leave earned for the Year mentioned in Col.	Balance of leave admissible on 1st Jan. of the Yearfall. Year mentioned in Col.	Leave Period (i.e. Col. 4+5 in days)	Normal Rates or wages excluding of any overtime as well as bonus but including Dearness allowance (Rs.)	Cash equivalent of the advantages accruing through the confessional sale of food-grains and other articles	Rate of wages for leave with wages paid (Rs.)(Col. 17x20)	Total wages paid of leave with wages enjoyed Rs. Col. 17x20	Sign.	
	Refused	Refused	Refused	Refused	Dates			Makarpura GIDC, Vadodara													
	Present	Off	Paid Holiday	Restrictd Holiday	From	To						TOTAL									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Jan.	23.00	5.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.00								
Feb.	22.00	5.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00								
Mar.	22.50	5.00	1.00	0.00	0.00	1.50	0.00	0.00	0.00	0.00	0.00	0.00	30.00								
Apr.	25.00	4.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00								
May.	24.00	5.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00								
Jun.	23.00	5.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00								
Jul.	19.00	4.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00								
Aug.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Sep.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Oct.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Nov.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Dec.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
Total	158.50	33.00	4.00	0.00	0.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	203.00								

Have a nice day

6. REGISTER

Late-In Register

Matrix Comsec Pvt. Ltd.

Page 1 of 1

Late-IN Register For JULY-2016

Run by:HR

Date: 27/07/2016

Sr No	User ID	Name																												Department	Designation	Total LI
1	1002	MEGHA H SHUKLA																												SAD - Security	Engineer	02:37
Shift		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
IN		GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Late-IN		09:27	-	-	-	09:52	09:32	09:00	09:31	-	-	09:29	09:33	09:55	09:28	09:29	-	-	10:25	10:18	09:31	09:25	09:24	-	09:08	09:23	09:26	09:30	-	-	-	-
2	1003	UMESH M TALANPURI										Accounts								Team Leader								00:09				
Shift		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
IN		GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Late-IN		09:13	-	-	09:07	08:21	-	09:11	09:13	08:18	09:20	08:21	08:12	13:09	08:49	09:22	-	-	09:16	09:15	09:27	09:21	09:32	-	-	09:18	-	09:37	-	-	-	
3	1009	DIPTI K RATHWA										Marketing								Team Leader								01:50				
Shift		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
IN		GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
Late-IN		-	-	-	10:00	09:35	09:21	09:36	09:22	-	-	09:33	09:21	09:48	09:49	09:28	-	-	09:45	09:22	09:13	09:26	09:24	-	-	09:44	09:27	09:22	-	-	-	-

Overtime Register

Matrix Comsec Pvt. Ltd.
Overtime Register For JULY-2016

Page 1 of 146

Run by:HR

Date: 27/7/2016

Sr No	User ID	Name	Department	Designation	Total OT																																
1	1	SALIM ANSARI	Assembly	Engineer	06:00																																
	1					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Shift	23	22	22	23	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	23	22	22		
IN	05:44	08:19	-	08:33	08:21	08:16	-	-	08:24	-	08:20	08:21	08:19	08:20	08:19	08:19	-	08:16	08:22	08:19	08:19	08:16	08:19	-	08:20	08:15	08:21	-	-	-	-	-	-	-	-		
OUT	-	17:03	-	17:04	17:05	17:06	-	-	17:05	-	17:08	17:08	18:09	17:07	18:06	17:05	-	17:06	17:07	17:05	17:05	17:06	16:06	-	17:07	21:36	-	-	-	-	-	-	-	-	-		
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	01:00	-	01:00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Authorized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Credit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Debit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Available	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	10	RAJENDRA GOSWAMI	Repairing	Engineer	10:00																																
	10					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Shift	23	22	22	23	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	23	22	22		
IN	08:15	08:20	-	08:33	08:22	-	08:19	08:19	08:24	-	10:15	-	08:19	08:21	08:20	08:19	-	08:16	08:21	08:20	08:18	08:16	08:19	-	08:21	08:16	08:21	-	-	-	-	-	-	-	-		
OUT	17:02	17:00	-	17:02	17:02	-	19:00	17:00	17:01	-	17:03	-	18:00	17:00	18:00	17:01	-	17:01	19:01	17:01	17:00	17:00	16:00	-	17:01	21:30	-	-	-	-	-	-	-	-	-		
Overtime	-	-	-	-	-	-	02:00	-	-	-	-	-	-	01:00	-	01:00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Authorized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Credit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Available	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Early-Out Register

Matrix Comsec Pvt. Ltd.
Early-OUT Register For JULY-2016

Page 1 of 1

Run by:HR

Date: 27/07/2016

Sr No	User ID	Name	Department	Designation	Total EO																																		
1	1003	UMESH M TALANPURI	Accounts	Team Leader	00:36																																		
						Shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
						OUT	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
						Early-OUT	18:47	-	-	19:31	17:54	-	19:41	19:46	18:11	14:18	13:49	12:03	15:46	19:18	19:28	-	-	19:25	18:46	19:32	19:11	19:03	-	-	19:15	-	13:54	-	-	-	-	-	
2	1008	MAYANK K KORAT	SDG - Telecom	Engineer	00:33																																		
						Shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
						OUT	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
						Early-OUT	19:57	-	-	20:10	19:54	19:36	19:49	19:45	-	-	19:39	19:49	20:00	19:33	17:57	-	-	19:55	19:34	19:27	19:31	21:03	-	-	20:39	20:09	14:17	-	-	-	-	-	
3	1030	KEYUR BHALODIYA	SDG - Telecom	Engineer	00:15																																		
						Shift	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
						OUT	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
						Early-OUT	18:15	-	-	20:12	19:49	19:22	19:16	19:21	-	-	19:41	19:20	19:49	19:30	19:55	-	-	19:55	20:12	20:29	-	-	-	-	20:07	19:38	09:13	-	-	-	-	-	

7. OTHER REPORTS

Absent Adjustments

Matrix Comsec Pvt. Ltd.

Page 1 of 1

Absent Adjustments For the Month JULY-2016

Run by: HR

Date: 04/08/2016

Sr No	Attendance Date		Adjustment Type	Description
	From	To		
Purchase				
1	1/11/16	3/11/16	Leave	PL-PRIVILEGE LEAVE
2	6/11/16	8/11/16	Leave	PL-PRIVILEGE LEAVE
3	2/12/16	3/12/16	Leave	PL-PRIVILEGE LEAVE

Organization-Wise Absentee

Matrix Comsec Pvt. Ltd.						Page 1 of 5	
Organization-Wise Absentee From 19/07/2016 To 19/07/2016							
Run by: HR						Date: 19/07/2016	
Sr No	User ID	Name	Date	Shift	1st Half	2nd Half	
Organization : ORGANISATION 1.							
1	2018	NILESH JAGTAP	19/07/2016	G5	AB	AB	
2	2059	SHREEKUMAR PANDAY	19/07/2016	S1	PR	AB	
3	2203	S. KRISHNA RAO	19/07/2016	S1	AB	AB	
4	533	JAYPATH RATHOD	19/07/2016	GS	AB	AB	
5	712	MAHESH MAKWANA	19/07/2016	G5	AB	AB	
6	713	SHAILESH PARMAR	19/07/2016	G5	AB	AB	
7	808	CHINTAN PATIL	19/07/2016	S1	AB	AB	
8	822	JITESH L PATEL	19/07/2016	S3	AB	AB	
Organization : Matrix Comsec Pvt. Ltd.							
1	1002	MEGHA H SHUKLA	19/07/2016	GS	AB	AB	
2	1003	UMESH M TALANPURI	19/07/2016	GS	AB	AB	
3	1008	MAYANK K KORAT	19/07/2016	GS	AB	AB	
4	1009	DIPTI K RATHWA	19/07/2016	GS	AB	AB	
5	1015	SUMEDHA A GAWARIKAR	19/07/2016	GS	AB	AB	
6	102	AKSHAY SHETH	19/07/2016	GS	AB	AB	
7	1022	PANDURANG D CHAUHAN	19/07/2016	GS	AB	AB	

Absenteeism Memo

Absenteeism Memo from 21/11/2011 to 30/11/2011

Run by: HR

Date: 02/12/2011

User : 1003 Umesh M Talanpuri
Department : Accounts Designation : Account Officer

Sr. No.	Date	Shift	1 st Half Status	2 nd Half Status
1	21/11/2011	GS	AB	AB
2	22/11/2011	GS	AB	AB
3	23/11/2011	GS	AB	AB
4	24/11/2011	GS	AB	AB
5	25/11/2011	GS	AB	AB
6	26/11/2011	SS	AB	AB
7	28/11/2011	GS	AB	AB
8	29/11/2011	GS	AB	AB
9	30/11/2011	GS	AB	AB

You have been marked absent on above dates between 21/11/2011 and 30/11/2011
total 9 day(s)

User : 1004 Darshak B Patel
Department : SAD - Telecom Designation : Engineer

Sr. No.	Date	Shift	1 st Half Status	2 nd Half Status
1	24/11/2011	GS	PR	AB

You have been marked absent on above dates between 21/11/2011 and 30/11/2011
total 0.50 day(s)

Organization-Wise Attendance Exception

Matrix Comsec Pvt. Ltd.											Page 1 of 1
Organization-Wise Attendance Exception From 19/07/2016 To 21/07/2016											
Run by: HR										Date: 21/07/2016	
Sr No	Date	User ID	Name	1st Half	2nd Half	First IN	Last OUT	Shift	Work Hrs	Remark	Comment
Matrix Comsec Pvt. Ltd.											
1	21/07/2016	1015	SUMEDHA A GAWARIKAR	AB	AB	09:21	09:22	GS	00:01	Absent	
2	19/07/2016	102	AKSHAY SHETH	PR	AB	09:48	15:20	GS	05:02	Absent	
3	21/07/2016	1022	PANDURANG D CHAUHAN	AB	AB	08:58	08:59	GS	00:01	Absent	
4	21/07/2016	1038	TANMAY SHAH	AB	AB	09:29	09:36	GS	00:07	Absent	
5	19/07/2016	1043	PARTH SUTARIYA	AB	AB			GS		Absent	
6	21/07/2016	1045	SHUBHANGINI VATTURKAR	AB	AB	09:45	09:46	GS	00:01	Absent	

Attendance

MATRIX COMSEC PVT LTD

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Attendance from 01/11/2011 to 30/11/2011

Run by: HR

Date:02/12/2011

Sr. No	User ID	Name	Shift	In-SPFID	Out-SPFID	In SPFID	Out SPFID	In SPFID	Out SPFID	1 st Half	2 nd Half	Late In	Early Out	OT	Work Hrs	Manual Entry
1/11/2011																
37	1039	Monica Shukla	GS	09:17	18:42					PR	PR				08:25	
38	104	Ashvin Navadia	GS	09:26	21:17					PR	PR				10:51	
39	1040	Deepa Singh	GS	09:17	16:55	4										
40	1041	Satish Jha	GS							PR	PR					
41	1042	Richa Mehta	GS	09:19	18:44					PR	PR				08:25	
42	1043	Parth Sutariya	GS	08:57	18:02					PR	PR				08:05	
43	1044	Praneeth Reddy	GS							PR	PR					
44	1045	Shubhangini Vatturkar	GS	09:35	18:37					PR	PR	00:05			08:02	
45	1046	Vikas Khanna	GS	09:20	18:43					PR	PR				08:23	
46	1047	Shreya Anand	GS	09:21	18:45					PR	PR				08:24	
47	1048	Souparno Bandyopadhyay	GS	09:05	18:36					PR	PR				08:31	
48	1049	Gaurav Khakkhar	GS	09:16	18:42					PR	PR				08:26	
49	105	Satish Raje	G1	11:02	18:27					PR	PR				07:25	
50	1050	Anil Modi	GS							AB	AB					
51	1051	Kaival Shah	GS	09:13	19:04					PR	PR				08:51	
52	1052	Bhavisha Prajapati	GS	09:00	18:23					PR	PR				08:23	
53	109	Dhirendra Savla	GS	10:33	18:42					PR	PR				08:09	

SPFID: 1=Official In, 2=Official Out, 3=ShortLeave In, 4=ShortLeave Out, 5=Regular In, 6=Regular Out, 7=Lunch In, 8=Lunch Out, 9=Overtime In, 10=Overtime Out, 11=LateIn

Department-Wise Attendance Summary

MATRIX COMSEC PVT LTD											Page 1 of 12	
Department-Wise Attendance Summary from 01/11/2011 to 15/11/2011												
Run by: HR											Date: 02/12/2011	
Sr. No.	Date	Scheduled	PR	AB	WO	PH	LV	PR%	AB%	WO%	PH%	LV%
Accounts												
1	01/11/2011	35.0	14.5	19.5	0.0	0.0	1.0	41.43	55.71	0.00	0.00	2.9
2	02/11/2011	38.0	13.5	22.5	0.0	0.0	2.0	35.53	59.21	0.00	0.00	5.3
3	03/11/2011	38.0	14.5	22.5	0.0	0.0	1.0	38.16	59.21	0.00	0.00	2.6
4	04/11/2011	37.0	15.5	21.5	0.0	0.0	0.0	41.89	58.11	0.00	0.00	0.0
5	05/11/2011	37.0	14.0	22.5	0.0	0.0	0.5	37.84	60.81	0.00	0.00	1.4
6	06/11/2011	35.0	0.0	0.0	35.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
7	07/11/2011	37.0	14.5	22.0	0.0	0.0	0.5	39.19	59.46	0.00	0.00	1.4
8	08/11/2011	38.0	14.0	23.0	0.0	0.0	1.0	36.84	60.53	0.00	0.00	2.6
9	09/11/2011	37.0	14.0	23.0	0.0	0.0	0.0	37.84	62.16	0.00	0.00	0.0
10	10/11/2011	38.0	14.0	23.0	0.0	0.0	1.0	36.84	60.53	0.00	0.00	2.6
11	11/11/2011	37.0	14.5	21.5	0.0	0.0	1.0	39.19	58.11	0.00	0.00	2.7
12	12/11/2011	37.0	14.0	22.0	1.0	0.0	0.0	37.84	59.46	2.70	0.00	0.0
13	13/11/2011	35.0	0.0	0.0	35.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
14	14/11/2011	38.0	14.0	24.0	0.0	0.0	0.0	36.84	63.16	0.00	0.00	0.0
15	15/11/2011	37.0	15.0	22.0	0.0	0.0	0.0	40.54	59.46	0.00	0.00	0.0
Administration												
1	01/11/2011	8.0	3.5	3.5	0.0	0.0	1.0	43.75	43.75	0.00	0.00	12.5
2	02/11/2011	8.0	4.0	4.0	0.0	0.0	0.0	50.00	50.00	0.00	0.00	0.0
3	03/11/2011	8.0	4.0	4.0	0.0	0.0	0.0	50.00	50.00	0.00	0.00	0.0
4	04/11/2011	8.0	4.0	4.0	0.0	0.0	0.0	50.00	50.00	0.00	0.00	0.0
5	05/11/2011	8.0	3.0	5.0	0.0	0.0	0.0	37.50	62.50	0.00	0.00	0.0
6	06/11/2011	8.0	0.0	0.0	8.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
7	07/11/2011	8.0	2.0	5.0	0.0	0.0	1.0	25.00	62.50	0.00	0.00	12.5
8	08/11/2011	8.0	4.0	4.0	0.0	0.0	0.0	50.00	50.00	0.00	0.00	0.0
9	09/11/2011	8.0	3.5	4.5	0.0	0.0	0.0	43.75	56.25	0.00	0.00	0.0
10	10/11/2011	8.0	3.5	4.5	0.0	0.0	0.0	43.75	56.25	0.00	0.00	0.0
11	11/11/2011	8.0	3.0	4.5	0.0	0.0	0.5	37.50	56.25	0.00	0.00	6.3
12	12/11/2011	8.0	4.0	3.5	0.0	0.0	0.5	50.00	43.75	0.00	0.00	6.3
13	13/11/2011	8.0	0.0	0.0	8.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
14	14/11/2011	8.0	2.5	4.5	0.0	0.0	1.0	31.25	56.25	0.00	0.00	12.5
15	15/11/2011	8.0	3.5	4.5	0.0	0.0	0.0	43.75	56.25	0.00	0.00	0.0
Marketing												
1	01/11/2011	33.0	31.0	0.0	0.0	0.0	2.0	93.94	0.00	0.00	0.00	6.1
2	02/11/2011	33.0	33.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
3	03/11/2011	33.0	31.5	0.0	0.0	0.0	1.5	95.45	0.00	0.00	0.00	4.5
4	04/11/2011	33.0	31.0	0.0	0.0	0.0	2.0	93.94	0.00	0.00	0.00	6.1
5	05/11/2011	33.0	29.5	0.0	0.0	0.0	3.5	89.39	0.00	0.00	0.00	10.6
6	06/11/2011	33.0	0.0	0.0	33.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
7	07/11/2011	33.0	30.0	0.0	0.0	0.0	3.0	90.91	0.00	0.00	0.00	9.1
8	08/11/2011	33.0	30.0	0.0	0.0	0.0	3.0	90.91	0.00	0.00	0.00	9.1

Legend: PR-Present, WO-Weekly Off, PH-Paid Holiday, LV-Leave, AB-Absent

Organization-Wise Break Deviation

Matrix Comsec Pvt. Ltd.

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Organization-Wise Break Deviation From 18/07/2016 To 19/07/2016

Run by:HR

Date: 19/07/2016

Sr No	User ID	Name	Date	Break Start	Break End	Assigned Shift	Defined Duration	Actual Duration	Deviation
Matrix Comsec Pvt. Ltd.									
1	1043	PARTH SUTARIYA	18/07/2016			GS	00:30	00:30	00:00
2	1043	PARTH SUTARIYA	19/07/2016			GS	00:30		
3	1045	SHUBHANGINI VATTURKAR	18/07/2016			GS	00:30	00:30	00:00
4	1045	SHUBHANGINI VATTURKAR	19/07/2016			GS	00:30		

Continuous Absenteeism

MATRIX COMSEC PVT LTD				Page 1 of 2
Continuous Absenteeism For 3 or More Days Till 01/11/2011				
Run by:HR			Date: 12/2/2011	
Sr. No.	User ID	Name	Absent Since	No. of Days
1	1003	Umesh M Talanpuri	01/10/2011	32
2	1050	Anil Modi	03/10/2011	30
3	123456	Arvind	01/10/2011	32
4	171	Nimisha Parmar	01/10/2011	32
5	264	Samir Shah	02/10/2011	31
6	297	Shardul Hathi	01/10/2011	32
7	315	Jignasha S Gandhi	01/10/2011	32
8	392	VIPUL K GOSWAMI	01/10/2011	32
9	516	Ganesh Krushna Uttekar	26/10/2011	7
10	522	Rajesh Solanki	01/10/2011	32
11	545	Dilip B Solanki	01/10/2011	32
12	612	Ajay Parmar	01/10/2011	32
13	614	Jaimin Tamboli	01/10/2011	32
14	615	Ashok Baria	01/10/2011	32
15	616	Chandubhai Harijan	01/10/2011	32
16	617	Bharat Bhai Harijan	01/10/2011	32
17	618	Chaturbhai Mohanbhai	01/10/2011	32
18	619	Jastinkumar Parmar	01/10/2011	32
19	620	Vijay C Vasava	01/10/2011	32
20	621	Patel Vishal H	01/10/2011	32
21	622	Mubin Vahora Sabbirhussain	01/10/2011	32
22	625	Parmar Anilsingh Govindsingh	01/10/2011	32
23	626	Ravi Maheshbhai Machhi	01/10/2011	32
24	627	Rohit Dinesh Kumar M	01/10/2011	32
25	628	Arpit Gandhi	01/10/2011	32
26	629	Raju Solanki	01/10/2011	32
27	630	Hashmukh Baria	01/10/2011	32
28	631	Bhikhabhai Virabhai Rohit	01/10/2011	32
29	632	Ganpat Parmar	01/10/2011	32
30	633	Harsh J Kharadi	01/10/2011	32

Early-OUT

Matrix Comsec Pvt. Ltd.							Page 1 of 1
Organization-Wise Early-OUT From 01/07/2016 To 18/07/2016							
Run by:HR						Date: 18/07/2016	
Sr No	User ID	Name	Date	Shift	IN	OUT	Early-OUT
Organization :		Matrix Comsec Pvt. Ltd.					
1	1003	UMESH M TALANPURI	05/07/2016	GS	08:21	17:54	00:36
2	1008	MAYANK K KORAT	15/07/2016	GS	08:21	17:57	00:33
3	102	AKSHAY SHETH	14/07/2016	GS	09:34	17:57	00:33
4	1030	KEYUR BHALODIYA	01/07/2016	GS	08:36	18:15	00:15
Early-OUT Group Total:							01:57
Early-OUT Grand Total:							01:57

Early-IN

MATRIX COMSEC PVT LTD							Page 1 of 1	
Organization-Wise Early In from 02/12/2011 to 02/12/2011								
Run by:HR						Date: 2/12/2011		
Sr.No.	User ID	Name	Date	Shift	In	Out	Early In	
Matrix Comsec PVT LTD								
1	1022	Pandurang D Chauhan	02/12/2011	GS	08:54		00:06	
2	1029	Jay Andipara	02/12/2011	GS	08:57	13:22	00:03	
3	1031	Karan F Tandel	02/12/2011	GS	08:50		00:10	
4	1043	Parth Sutariya	02/12/2011	GS	08:55		00:05	
5	163	Shailesh Panchal	02/12/2011	GS	08:42	10:37	00:18	
6	180	Jatin K Chudasama	02/12/2011	GS	08:29	13:57	00:31	
7	213	Samir Damani	02/12/2011	GS	08:59		00:01	
8	227	Bharat Gohil	02/12/2011	GS	08:48		00:12	
9	255	Gautam Rathod	02/12/2011	EU	12:08	13:05	00:52	
10	263	Nitin Patel	02/12/2011	GS	08:24		00:36	
11	281	Vipul Vohra	02/12/2011	GS	08:59	14:31	00:01	
12	308	Ashish Shah	02/12/2011	GS	08:45	15:47	00:15	
13	310	Jigar Baria	02/12/2011	GS	08:52	12:02	00:08	
14	373	Dhrupal Tilava	02/12/2011	GS	08:49	09:08	00:11	
15	384	Tapan B Sodha	02/12/2011	GS	08:47	15:43	00:13	
16	540	Paresh C Gosai	02/12/2011	GS	08:51	11:19	00:09	
17	92	Smita Baria	02/12/2011	GS	08:59	13:05	00:01	
Early In Group Total:							40:13:00	
Early In Grand Total:							40:13:00	

Department-Wise Exception Report

MATRIX COMSEC PVT LTD

Page 1 of 1

Department-Wise Exception Report from 30/11/2011 to 30/11/2011

Run by: HR

Date: 12/2/2011

Sr. No.	User ID	Name	Date	Shift	In	Out	In	Out	1 st Half	2 nd Half	Reason
Sales											
1	533	Jaypat Rathod	30/11/2011	G3	08:22	19:52			AB	PR	First Half absent because late in count is more
2	548	Kamlesh Solanki	30/11/2011	G4	08:00	13:39			AB	AB	First Half absent because late in count is more
3	800	Kamlesh Patel	30/11/2011	CN	13:41	18:05			AB	PR	Absent due to late in
4	801	Anupam Sendhani	30/11/2011	GS	09:34				AB		First Half absent because late in count is more
5	854	Hemant Solanki	30/11/2011		08:17	17:07			AB	AB	Shift Not Available
6	855	Thakor Shah	30/11/2011		15:27	16:38			AB	AB	Shift Not Available
7	856	Dilip Solanki	30/11/2011		08:17	16:06			AB	AB	Shift Not Available
Administration											
1	851	Ashik Solanki	30/11/2011	GS	07:39				IN		Punches are not in In/Out Pair
2	852	Ravi Jain	30/11/2011	GS	07:45	15:09			PR	AB	Absent due to early out
3	902	Partha	30/11/2011	G4	07:58				AB		First Half absent because late in count is more
Support											
1	1006	Arpan Desai	30/11/2011	GS	13:26	20:31			AB	PR	Absent due to late in
2	1034	Chirag Gohil	30/11/2011	GS	09:31	18:53			AB	PR	First Half absent because late in count is more
Domestic Sales											
1	267	Ashvini Nair	30/11/2011	GS	09:31	19:15			AB	PR	First Half absent because late in count is more
SAD - Telecom											
1	136	Rakesh Rathod	30/11/2011	GS	09:09	16:41			PR	AB	Absent due to early out
SDG - Telecom											
1	178	Vanita Patel	30/11/2011	GS	09:33	19:41			AB	PR	First Half absent because late in count is more

First IN Last OUT Punch Details

Matrix Comsec Pvt. Ltd.

Page 1 of 1

First IN-Last OUT Punch Details From 18/07/2016 To 19/07/2016

Run by:HR

Date: 7/19/2016

User ID	Name	Date	First IN	Last OUT	IN Device	OUT Device	Total Hours(100)
1015	SUMEDHA A GAWARIKAR	18/07/2016	18/07/2016 09:36:21	18/07/2016 21:13:02	39-RnD Basement PVR	39-RnD Basement PVR	11.61
1015	SUMEDHA A GAWARIKAR	19/07/2016	19/07/2016 09:26:38	19/07/2016 09:28:23	39-RnD Basement PVR	40-RnD 2nd Floor PVR	0.03
102	AKSHAY SHETH	18/07/2016	18/07/2016 10:04:00	18/07/2016 19:36:38	21-RnD Ground Floor PVR	21-RnD Ground Floor PVR	9.54
102	AKSHAY SHETH	19/07/2016	19/07/2016 09:48:29	19/07/2016 10:06:17	42-HO TA PVR	57-RnD GF Tripod OUT	0.30

Grace Time Usage

Matrix Comsec Pvt. Ltd.								Page 1 of 5
Organization-Wise Grace Time Usage From 18/07/2016 To 18/07/2016								
Run by:HR							Date: 7/18/2016	
Sr No	User ID	Name	Department	Designation	Grace Usage Count	Grace IN	Grace OUT	Total Grace Time
ORGANISATION 1.								
1	890	MUKESH R RATHOD	Department-1	Team Leader	1	00:20	00:00	00:20
2	533	JAYPATH RATHOD	Department-1	Team Leader	1	00:19	00:00	00:19
3	2018	NIKESH JAGTAP	Department-1	Team Leader	1	00:07	00:00	00:07
4	915	VILAS SAPKAL	Department-1	Team Leader	1	00:06	00:00	00:06
Matrix Comsec Pvt. Ltd.								
1	1008	MAYANK K KORAT	SDG - Telecom	Engineer	1	00:30	00:00	00:30
2	1038	TANMAY SHAH	SDG - Security	Engineer	1	00:30	00:00	00:30
3	1077	ANIL TAILOR	Accounts	Team Leader	1	00:30	00:00	00:30
4	1094	RAVI KANSANGARA	SDG - Telecom	Engineer	1	00:30	00:00	00:30
5	1273	HITESH JADAV	Procurement Group	Engineer	1	00:30	00:00	00:30
6	1444	KRITI MAHESHWARI	Department-1	Team Leader	1	00:30	00:00	00:30
7	1485	KUNAL SHETH	Department-1	Team Leader	1	00:30	00:00	00:30
8	1496	ADWAIT JOSHI	SAD - Security	Engineer	1	00:30	00:00	00:30
9	1545	KAUSHALKUMAR PATEL	Department-1	Engineer	1	00:30	00:00	00:30
10	2106	AVANI TRIVEDI	Department-1	Engineer	1	00:30	00:00	00:30

Late Arrival Memo

Matrix Comsec Pvt. Ltd.

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Late Arrival Memo From 18/07/2016 To 18/07/2016

Run by:HR

Date: 18/07/2016

User : 1002 MEGHA H SHUKLA

Department : SAD - Security

Designation : Engineer

Sr No	Date	Shift	IN	Late-IN
1	18/07/2016	GS	10:25	00:55

Total: 00:55

You have been marked late on above dates between 18/07/2016 and 18/07/2016

Total 1 day(s) 00:55 hrs.

User : 1009 DIPTI K RATHWA

Department : Marketing

Designation : Team Leader

Sr No	Date	Shift	IN	Late-IN
1	18/07/2016	GS	09:45	00:15

Total: 00:15

You have been marked late on above dates between 18/07/2016 and 18/07/2016

Total 1 day(s) 00:15 hrs.

User : 1015 SUMEDHA A GAWARIKAR

Department : SAD - Telecom

Designation : Team Leader

Sr No	Date	Shift	IN	Late-IN
1	18/07/2016	GS	09:36	00:06

Total: 00:06

You have been marked late on above dates between 18/07/2016 and 18/07/2016

Total 1 day(s) 00:06 hrs.

Late In

MATRIX COMSEC PVT LTD							Page 1 of 1
Organization-Wise Late In from 01/12/2011 to 02/12/2011							
Run by: HR						Date: 02/12/2011	
Sr. No.	User ID	Name	Date	Shift	In	Out	Late By
Matrix Comsec Pvt. Ltd.							
1	1001	Ankitkumar Sohliya	02/12/2011	GS	09:35	13:38	00:05
2	1006	Arpan H Desai	02/12/2011	GS	13:47		04:17
3	1007	Dhaval I Patel	02/12/2011	GS	09:43		00:13
4	1025	Kinjal D Solanki	02/12/2011	GS	13:24		03:54
5	127	Anuradha Jani	02/12/2011	GS	09:42	13:36	00:12
6	178	Vanita Patel	02/12/2011	GS	09:34	14:26	00:04
7	224	Priti Bhatt	02/12/2011	GS	09:34		00:04
8	243	Patric Pillai	02/12/2011	GS	09:36	13:35	00:06
9	265	Komal Sharma	02/12/2011	GS	09:34	13:49	00:04
10	269	Rohit Savaliya	02/12/2011	GS	09:35		00:05
11	326	Nitin P Jadav	02/12/2011	GS	09:31		00:01
12	331	Hiren Jivani	02/12/2011	GS	09:45		00:15
13	340	Deepak M Chudasama	02/12/2011	GS	09:35	14:20	00:05
14	363	Yashavadan M Dalsaniya	02/12/2011	GS	09:43		00:13
15	377	Krutik Kumar Patel	02/12/2011	GS	09:43		00:13
16	45	Rakesh Patel	02/12/2011	GS	09:39	10:12	00:09
17	72	Sumer Mehra	02/12/2011	GS	09:31	15:19	00:01
18	77	Yamini Venkatachalam	02/12/2011	GS	09:32	14:40	00:02
19	87	Sajeev Nair	02/12/2011	GS	09:44	14:37	00:14
20	90	Jaswant Chauhan	02/12/2011	G3	08:01	14:34	00:01
Late By Group Total:							10:18
Consultant							
1	800	Kamlesh Patel	02/12/2011	CN	09:36	13:35	00:06
Late By Group Total:							00:06
Late By Grand Total:							10:24

Manual Correction

Matrix Comsec Pvt. Ltd.								Page 1 of 1
Organization-Wise Manual Correction From 29/06/2016 To 21/07/2016								Date: 21/07/2016
Run by:HR								Date: 21/07/2016
User ID	Name	Department	Attendance Date	Changed Parameter	Previous value	Current Value	Corrected By	Correction Date
Matrix Comsec Pvt. Ltd.								
1015	SUMEDHA A GAWARIKAR	SAD - Telecom	04/07/2016	IN Punch 1	10:31	10:30	SAURABH SHAH	15/07/2016
1015	SUMEDHA A GAWARIKAR	SAD - Telecom	04/07/2016	OUT Punch 2	20:30	20:30	SAURABH SHAH	15/07/2016
1045	SHUBHANGINI VATTURKAR	HR & ADMIN	29/06/2016	IN Punch 1	09:31	09:30	Subin	30/06/2016
1045	SHUBHANGINI VATTURKAR	HR & ADMIN	30/06/2016	IN Punch 1	09:32	09:30	Subin	30/06/2016
1045	SHUBHANGINI VATTURKAR	HR & ADMIN	30/06/2016	SF-IN Punch 1	-	-	Subin	30/06/2016

N-Punch Work Hours

Matrix Comsec Pvt. Ltd.

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N-Punch Work Hours From 18/07/2016 To 18/07/2016

Run by:HR

Date:7/18/2016

Sr No	Date	Shift	First IN	Last OUT	1st Half	2nd Half	Gross Work Hrs	OUT Time	N-Punch Work Hrs	O/P Code For Status	Man Entry	Reason
1043 - PARTH SUTARIYA												
1	18/07/2016	GS	09:00	15:32	PR	AB	06:02	00:00	06:02	A	NO	-
1045 - SHUBHANGINI VATTURKAR												
1	18/07/2016	GS	10:22	15:21	PR	AB	04:59	00:00	04:59	A	NO	-
105 - SATISH RAJE												
1	18/07/2016	G1	11:06	12:05	PR	PR	00:59	00:00	00:59	P	NO	-
1062 - MANTHAN PATEL												
1	18/07/2016	GS	09:14	11:57	AB	AB	02:43	00:00	02:43	A	NO	-
1074 - KAUSHAL KADAKIA												
1	18/07/2016	GS	14:29	14:29	AB	AB	00:00	00:00	00:00	A	NO	-
8 - VIKRAM PARMAR												
1	18/07/2016	23	08:16		IN		00:00	00:00	00:00	-	NO	-
81 - AMIT PATEL												
1	18/07/2016	GS	09:24	09:26	AB	AB	00:02	00:00	00:02	A	NO	-

Shifts

MATRIX COMSEC PVT LTD							Page 1 of 1	
Shifts								
Run by: HR							Date 02/12/2011	
Sr. No.	ID	Name	Start	End	Break Start	Break End	Min Working Hours	
							Full Day	Half Day
1	10	General 9:30 TO 7:00	09:30	19:00	13:30	14:20	08:40	04:20
2	21	Factory Gen Shift 2	07:30	16:00	12:00	12:30	08:00	04:00
3	22	Factory Gen Shift 1	08:30	16:00	12:30	13:00	07:00	03:30
4	23	Factory Gen Shift 1	08:30	17:00	12:30	13:00	08:00	04:00
5	CN	Consultant New	09:00	18:30	13:00	13:50	01:00	00:30
6	EU	Europe Region Shift	13:00	21:00			08:00	04:00
7	EX	Export	10:00	19:00	13:00	14:00	08:00	04:00
8	G0	New Shift	08:30	18:00	12:50	13:40	08:40	04:20
9	G1	General 10:00 To 19:00	10:00	20:00			10:00	04:00
10	G2	Evening 16:00 To 02:00	16:00	02:00			10:00	04:00
11	G3	General 08:00 To 18:00	08:00	18:00			10:00	04:00
12	G4	Morning 07:30 To 19:00	07:30	19:00			11:30	04:00
13	G5	Morning 07:30 To 17:30	07:30	17:30			10:00	04:00
14	US	USA Region shift	19:00	03:00			08:00	04:00

Shift Allowance

Matrix Comsec Pvt. Ltd.

Page 1 of 4

Shift Allowance For JULY-2016

Run by:HR

Date: 27/07/2016

Sr No	User ID	Name	Shift ID	Shift Name	Allowance Count
1	1321	Megha Shah	GS101	General Shift 1	6
2	1322	Deepak Khan	GS101	General Shift 1	4
3	1323	Vivek Patel	NS102	Night Shift 2	8

Site-Organization Wise Head Count Summary

MATRIX COMSEC PVT LTD								
Site-Organization Wise Head Count Summary From 13/07/2016 To 13/07/2016								
Sr No	Site Name	ORGANISATION 1.[1]	Matrix Comsec Pvt. Ltd.[2]	Jay Ambe[3]	Samarth[4]	CONSULTANT [5]	Resigned Employee[6]	MAKARPURA HO BRANCH[146 6]
1	Site-1	76	466	1	169	3	3	0
2	HO	1	48	0	2	0	0	0
3	RnD	0	12	0	4	0	0	0

Special Function-Wise Punch

MATRIX COMSEC PVT LTD

Page 1 of 2

Special Function-Wise Punch from 01/11/2011 to 07/11/2011

Run by: HR

Date: 02/12/2011

Sr. No.	User ID	Name	Date	Out	In	Duration
Official						
1	102	Akshay Sheth	01/11/2011		09:40	
2	125	Chirag Parekh	01/11/2011	12:35	12:56	00:21
3	125	Chirag Parekh	01/11/2011	16:06	18:16	02:10
4	125	Chirag Parekh	02/11/2011	09:22	10:17	00:55
5	125	Chirag Parekh	03/11/2011	12:17	12:59	00:42
6	125	Chirag Parekh	03/11/2011	15:41	17:22	01:41
7	125	Chirag Parekh	04/11/2011	11:58	14:31	02:33
8	125	Chirag Parekh	04/11/2011	16:08	17:07	00:59
9	125	Chirag Parekh	05/11/2011	15:19	16:11	00:52
10	125	Chirag Parekh	07/11/2011	14:29	15:06	00:37
11	127	Anuradha Jani	02/11/2011	16:13		
12	127	Anuradha Jani	02/11/2011	16:13		
Personal						
1	1006	Arpan Desai	04/11/2011	17:05		
2	1015	Sumedha A	02/11/2011		10:22	
3	1021	Devendar R	05/11/2011		09:54	
4	1025	Kinjal Solanki	01/11/2011	17:05		
5	1031	Karan Tandel	05/11/2011	16:21		
6	1033	Vishal Maheta	02/11/2011	17:01		
7	1039	Monika Sukla	02/11/2011	16:47		
8	1040	Deepa Singh	01/11/2011	16:55		
9	121	Ruchir Talati	07/11/2011	16:42		
10	127	Anuradha Jani	04/11/2011		10:29	
11	127	Anuradha Jani	07/11/2011		10:36	
12	131	Mohit Soni	04/11/2011	10:36	12:20	01:44

Organization-Wise Week-Off and Holiday

Matrix Comsec Pvt. Ltd.

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Organization-Wise Week-Off & Holiday From
01/07/2015 To 19/07/2016

Run by:HR

Date: 19/07/2016

Sr No	User ID	Name	Date	Day	Holiday
Matrix Comsec Pvt. Ltd.					
1	1124	SMITALKUMAR PATEL	05/09/2015	SATURDAY	Janmashtami
2	116	GRACY BALU	15/08/2015	SATURDAY	Independence
3	1223	TARUN JETHWA	15/08/2015	SATURDAY	Independence
4	1223	TARUN JETHWA	05/09/2015	SATURDAY	Janmashtami
5	1300	ANUJ DESHPANDE	05/09/2015	SATURDAY	Janmashtami
6	1408	PARTH KALAVADIYA	05/09/2015	SATURDAY	Janmashtami
7	1437	ANSHUL SEHGAL	05/09/2015	SATURDAY	Janmashtami
Samarth Pvt. Ltd.					
1	2086	Jay A Dave	15/08/2015	SATURDAY	Independence

Work Hours Summary

Matrix Comsec Pvt. Ltd.						Page 1 of 1	
Work Hours Summary From 15/07/2016 To 18/07/2016							
Run by:HR				Date: 18/07/2016			
Date	First IN	Last OUT	Gross Hours	Extra Hours	Net-Work Hours	Total Overtime	Less Hours
1015 - SUMEDHA A GAWARIKAR							
15/07/2016	09:21	19:54	10:03	01:24	10:03	01:53	00:00
18/07/2016	09:36	09:37	00:01	00:00	00:01	00:00	00:00
		Total	10:04	01:24	10:04	01:53	00:00
102 - AKSHAY SHETH							
15/07/2016	-	-	-	-	-	-	-
18/07/2016	10:04	14:56	04:52	00:00	04:52	00:00	00:00
		Total	04:52	00:00	04:52	00:00	00:00
1022 - PANDURANG D CHAUHAN							
15/07/2016	09:03	20:16	10:43	01:46	10:43	02:33	00:00
18/07/2016	09:06	09:07	00:01	00:00	00:01	00:00	00:00
		Total	10:44	01:46	10:44	02:33	00:00

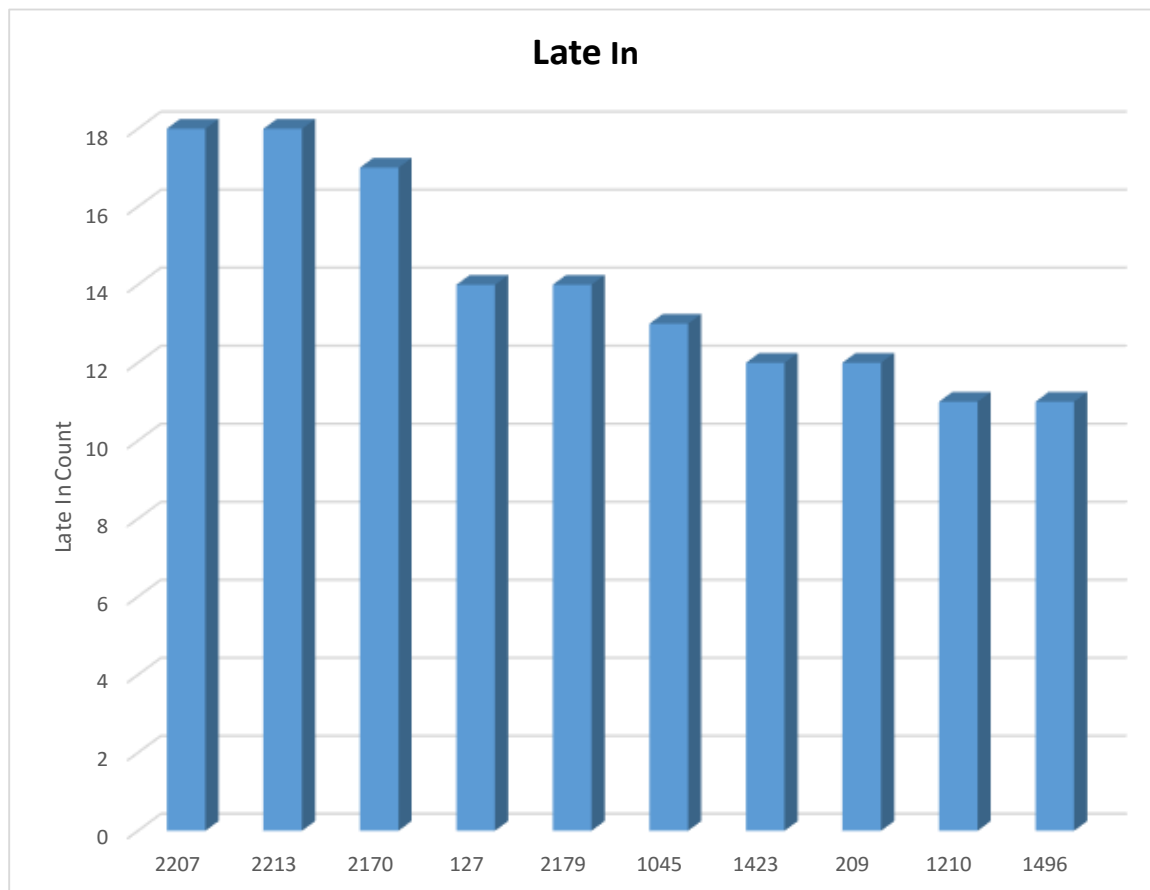
User Late In Chart

Matrix Comsec Pvt. Ltd.

User Late In Graph From 01/07/2016 To 28/07/2016

Run by:HR

Date: 28/07/2016



User

<u>User</u>	<u>Late In Count</u>
2207-JAGADEESH RAM	18
2213-OMKAR KUCHEKAR	18
2170-Rolshan Lewis	17
127-ANURADHA JANI	14
2179-Vijay T	14
1045-SHUBHANGINI VATTURKAR	13
1423-URVISH DAVE	12
209-MARY ALEXANDER THOMAS	12
1210-NIRAJ USADADIYA	11
1496-ADWAIT JOSHI	11

User Irregularity Chart

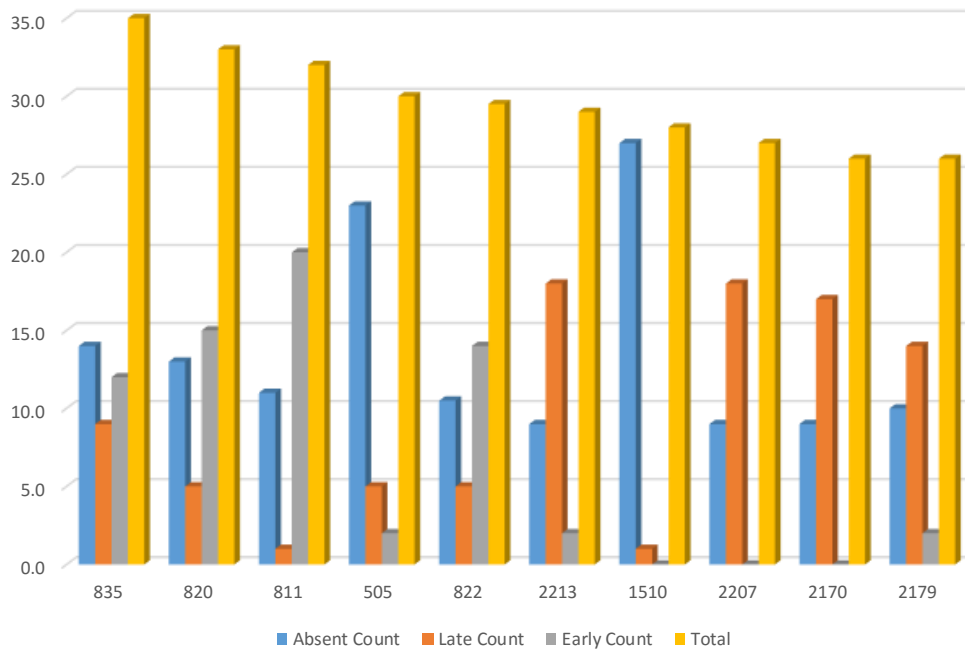
Matrix Comsec Pvt. Ltd.

User Irregularity Graph From 01/07/2016 To 28/07/2016

Run by:HR

Date: 28/07/2016

Irregularity



User		<u>User</u>			
		Absent Count	Late Count	Early Count	Total
835	MUKESH T PATEL	14.0	9	12	35.0
820	SURESH M PAWAR	13.0	5	15	33.0
811	Prakash K Gurkha	11.0	1	20	32.0
505	RASUL GAFUR VOHRA	23.0	5	2	30.0
822	JITESH L PATEL	10.5	5	14	29.5
2213	OMKAR KUCHEKAR	9.0	18	2	29.0
1510	TEJAL MANDAL	27.0	1	0	28.0
2207	JAGADEESH RAM	9.0	18	0	27.0
2170	ROLSHAN	9.0	17	0	26.0
2179	VIJAY	10.0	14	2	26.0

User Early Out Chart

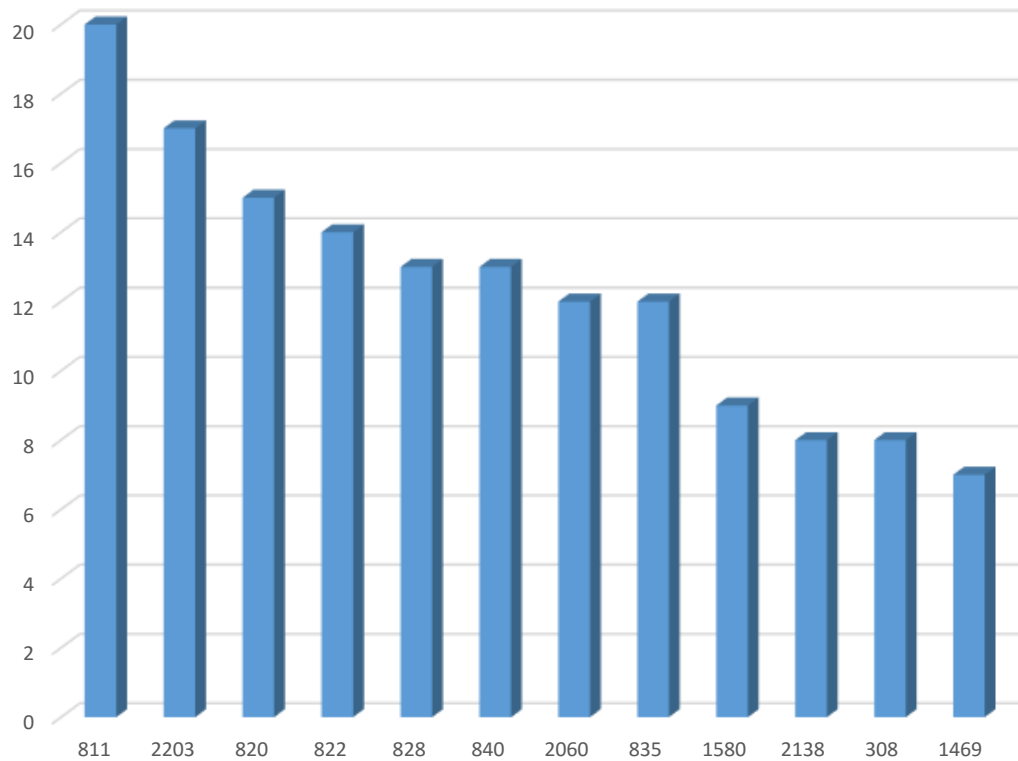
Matrix Comsec Pvt. Ltd.

User Early Out Graph From 01/07/2016 To 28/07/2016

Run by:HR

Date: 28/07/2016

Early Out



User

User	Early Out Count
811	20
2203	17
820	15
822	14
828	13
840	13
2060	12
835	12
1580	9
2183	8
308	8
1469	7

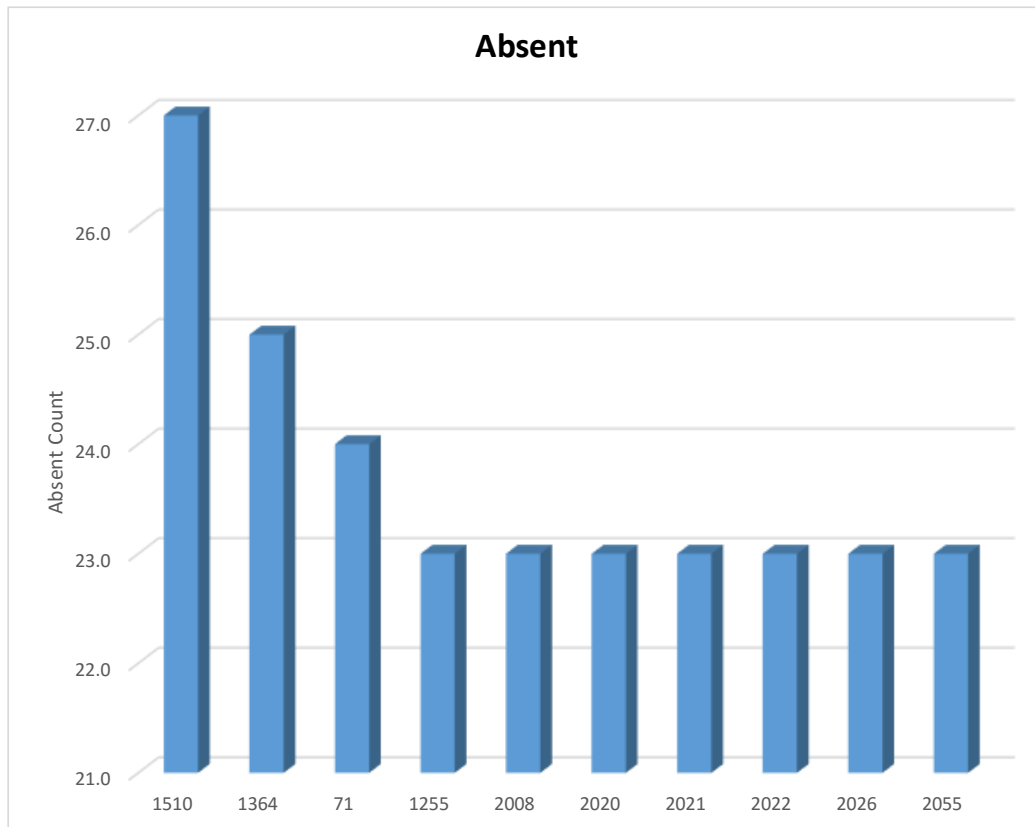
User Absent Chart

Matrix Comsec Pvt. Ltd.

User Absent Graph From 01/07/2016 To 28/07/2016

Run by:HR

Date: 28/07/2016



User

<u>User</u>	<u>Absent</u>
1510-TEJAL MANDAL	27.0
1364-SANTOSH RAI	25.0
71-VIPUL AMIN	24.0
1255-SUDESHNA NIYOGI	23.0
2008-Ashish Vasav	23.0
2020-Nikul Rajni Gohil	23.0
2021-Amit Chimanbhai Solanki	23.0
2022-Chetan Solanki	23.0
2026-Ravi Panchal	23.0
2055-Jayesh Kanu	23.0

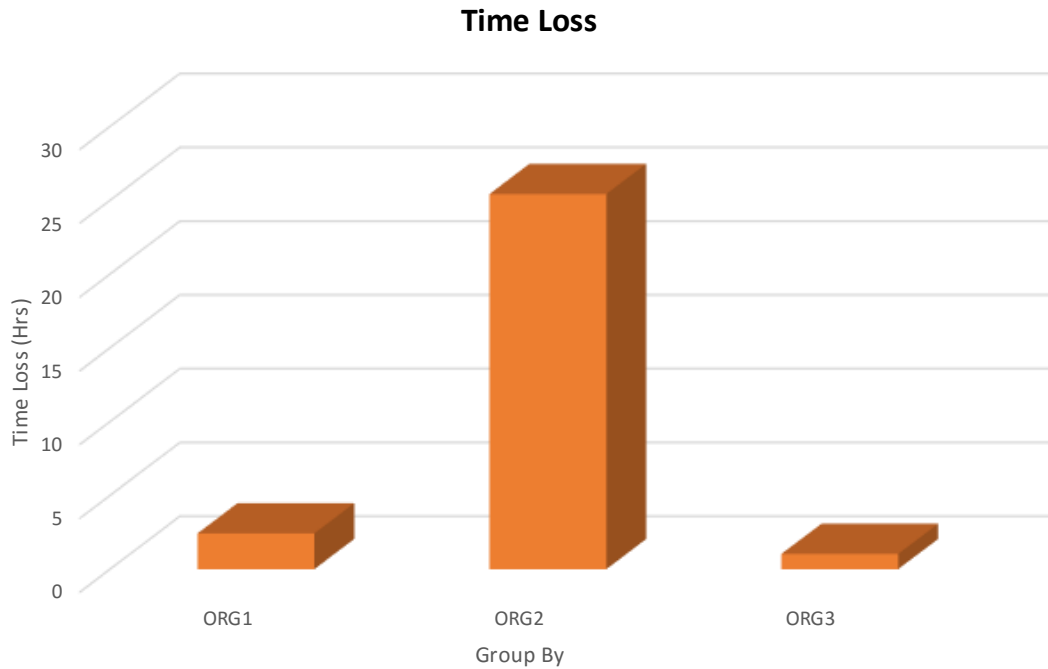
Time Loss Chart

Matrix Comsec Pvt. Ltd.

Organization-Wise Time Loss From 27/07/2016 To 27/07/2016

Run by:HR

Date: 27/7/2016



Organization	Man Days	Req Hrs	Loss Hrs
ORG1	5	40	2.43
ORG2	83	664	25.42
ORG3	5	40	1.03

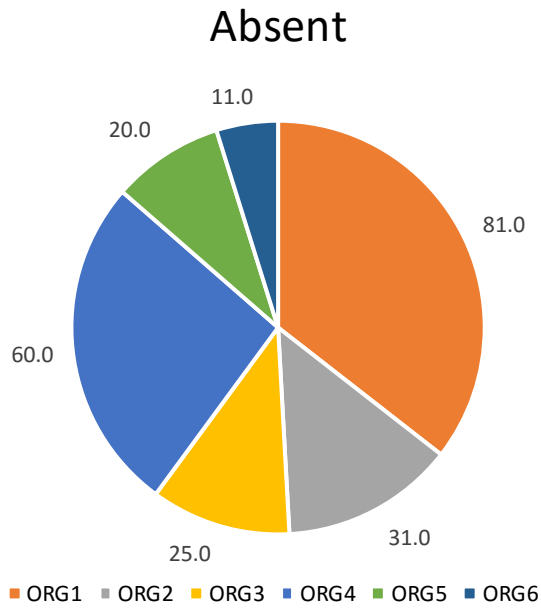
Absent Chart

Matrix Comsec Pvt. Ltd.

Organisation-Wise Absent Graph From 23/11/2015 To 23/11/2016

Run by:HR

Date: 23/11/2016



Organisation	Absent	Absent(%)
ORG1	81.0	35.00
ORG2	31.0	14.00
ORG3	25.0	11.00
ORG4	60.0	26.00
ORG5	20.0	9.00
ORG6	11.0	5.00
Total Absent:	228.0	



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