

# ABC Group

Address1

## Salary Sheet

AUG12

Payment Date :

SL NO	Card No	Name	Designation	Grade	J_Date	Total Days	W.H	Leave						Hol.	Pre. Day	Abs. Day	Pay. Day	Basic Pay	House Rent	Medical Allowance	Mobile Bill	Hazra Bonus	Tibin Bill	Gross Pay	Total OT (Hour)	Total OT (TK)	Arrear Bill	Service Bill	Net Pay Amount	Dduction				Net Total
								CL	SL	EL	ML	DL	OL																	Absent	Puni.	PF	Loan	
<b>Division Name : Admin</b>																																		
<b>Department Name : Accounting</b>																																		
1	0000000001	Rahim	Account Officer	Ga	01/02/12	31	5	3	0	0	0	0	0	0	23	0	31	15,000	6,000	200	0	0	0	21,200	0	0	0	0	21,200	0	0	0	0	21,200
2	0000000005	Anjona	Account Officer	Ga	01/04/12	31	5	0	0	0	0	0	0	0	26	0	31	10,000	4,000	0	0	0	0	14,000	0	0	0	0	14,000	0	0	0	0	14,000
3	0000000006	Amir Khan	General Manager	Ga	01/08/12	31	0	0	0	0	0	0	0	0	0	0	0	20,000	9,000	1,000	0	0	0	30,000	0	0	0	0	30,000	0	0	0	0	0
4	0000000008	Jamilur Rahman	Deputy Manager	Ga	01/01/11	31	5	0	0	4	0	0	0	0	22	0	31	14,000	5,000	1,000	0	0	0	20,000	0	0	0	0	20,000	0	0	0	0	20,000
<b>Department Name : Finance</b>																																		
5	0000000004	Aslam	Ass Officer	Ga	01/01/12	31	5	0	0	0	0	0	0	0	21	0	26	12,000	4,800	200	0	0	0	17,000	0	0	0	0	17,000	0	0	0	2,000	12,258
<b>Department Name : Management</b>																																		

HR Dept.

Checked & Verified By

Manager(HR)

Manager(Accounts)

General Manager

Director

Managing Director

# ABC Group

Address1

## Salary Sheet

AUG12

Payment Date :

SL NO	Card No	Name	Designation	Grade	J_Date	Total Days	W.H	Leave						Hol.	Pre. Day	Abs. Day	Pay. Day	Basic Pay	House Rent	Medical Allowance	Mobile Bill	Hazra Bonus	Tibin Bill	Gross Pay	Total OT (Hour)	Total OT (TK)	Arrear Bill	Service Bill	Net Pay Amount	Dduction				Net Total
								CL	SL	EL	ML	DL	OL																	Absent	Puni.	PF	Loan	
6	0000000003	Karim	HR Manager	Ga	25/03/12	31	5	0	0	0	0	0	0	0	26	0	31	12,857	5,143	200	0	0	0	18,200	0	0	0	0	18,200	0	0	0	0	18,200
SubTotal :															120,400.00							120,400.00						85,658.00						
<b>Division Name : Marketing</b>																																		
<b>Department Name : Store</b>																																		
7	0000000002	Jamal	OFFICER	Ka	01/03/12	31	5	0	0	0	0	0	0	0	26	0	31	4,000	4,000	200	0	0	0	8,200	0	0	0	0	8,200	0	0	0	1,000	7,200
SubTotal :															8,200.00							8,200.00						7,200.00						
Grand Total :															128,600.00							128,600.00						92,858.00						

HR Dept.

Checked & Verified By

Manager(HR)

Manager(Accounts)

General Manager

Director

Managing Director

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000001

Name of Emp: Rahim  
Division Name: Admin  
Department: Accounting  
Designation: Account Officer

Date of Joining: 01/02/2012

Basic: 15,000.00  
House Rent: 6,000.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 21,200  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 23  
Total Leave: 3  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 0  
PF: 0  
Punishment: 0**Net Total: 21,200****Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000001

Name of Emp: Rahim  
Division Name: Admin  
Department: Accounting  
Designation: Account Officer

Date of Joining: 01/02/2012

Basic: 15,000.00  
House Rent: 6,000.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 21,200  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 23  
Total Leave: 3  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 0  
PF: 0  
Punishment: 0**Net Total: 21,200****Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000005

Name of Emp: Anjona  
Division Name: Admin  
Department: Accounting  
Designation: Account Officer

Date of Joining: 01/04/2012

Basic: 10,000.00  
House Rent: 4,000.00  
Medical: 0.00  
Mobile Bill: 0.00  
Present Salary: 14,000  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 26  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 0  
PF: 0  
Punishment: 0**Net Total: 14,000****Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000005

Name of Emp: Anjona  
Division Name: Admin  
Department: Accounting  
Designation: Account Officer

Date of Joining: 01/04/2012

Basic: 10,000.00  
House Rent: 4,000.00  
Medical: 0.00  
Mobile Bill: 0.00  
Present Salary: 14,000  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 26  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 0  
PF: 0  
Punishment: 0**Net Total: 14,000****Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000006

Name of Emp: Amir Khan

Division Name: Admin

Department: Accounting

Designation: General Manager

Date of Joining: 01/08/2012

Basic: 20,000.00

House Rent: 9,000.00

Medical: 1,000.00

Mobile Bill: 0.00

Present Salary: 30,000

Tibin Bill: 0.00

Hazira Bonus: 0.00

Total Pay Days: 0

Arrear Bill: 0

Service Bill: 0

OT Count: 0

OT Amount: 0

**Net Total: 0**

Total Present: 0

Total Leave: 0

Holiday: 0

Weekend: 0

**Deduction**

Total Absent: 0

Absent Amount: 0

Loan: 0

PF: 0

Punishment: 0

**Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000006

Name of Emp: Amir Khan

Division Name: Admin

Department: Accounting

Designation: General Manager

Date of Joining: 01/08/2012

Basic: 20,000.00

House Rent: 9,000.00

Medical: 1,000.00

Mobile Bill: 0.00

Present Salary: 30,000

Tibin Bill: 0.00

Hazira Bonus: 0.00

Total Pay Days: 0

Arrear Bill: 0

Service Bill: 0

OT Count: 0

OT Amount: 0

**Net Total: 0**

Total Present: 0

Total Leave: 0

Holiday: 0

Weekend: 0

**Deduction**

Total Absent: 0

Absent Amount: 0

Loan: 0

PF: 0

Punishment: 0

**Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000008

Name of Emp: Jamilur Rahman

Division Name: Admin

Department: Accounting

Designation: Deputy Manager

Date of Joining: 01/01/2011

Basic: 14,000.00

House Rent: 5,000.00

Medical: 1,000.00

Mobile Bill: 0.00

Present Salary: 20,000

Tibin Bill: 0.00

Hazira Bonus: 0.00

Total Pay Days: 31

Arrear Bill: 0

Service Bill: 0

OT Count: 0

OT Amount: 0

**Net Total: 20,000**

Total Present: 22

Total Leave: 4

Holiday: 0

Weekend: 5

**Deduction**

Total Absent: 0

Absent Amount: 0

Loan: 0

PF: 0

Punishment: 0

**Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000008

Name of Emp: Jamilur Rahman

Division Name: Admin

Department: Accounting

Designation: Deputy Manager

Date of Joining: 01/01/2011

Basic: 14,000.00

House Rent: 5,000.00

Medical: 1,000.00

Mobile Bill: 0.00

Present Salary: 20,000

Tibin Bill: 0.00

Hazira Bonus: 0.00

Total Pay Days: 31

Arrear Bill: 0

Service Bill: 0

OT Count: 0

OT Amount: 0

**Net Total: 20,000**

Total Present: 22

Total Leave: 4

Holiday: 0

Weekend: 5

**Deduction**

Total Absent: 0

Absent Amount: 0

Loan: 0

PF: 0

Punishment: 0

**Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000003

Name of Emp: Karim  
Division Name: Admin  
Department: Management  
Designation: HR Manager

Date of Joining: 25/03/2012

Basic: 12,857.00  
House Rent: 5,143.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 18,200  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 26  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 0  
PF: 0  
Punishment: 0**Net Total: 18,200****Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000003

Name of Emp: Karim  
Division Name: Admin  
Department: Management  
Designation: HR Manager

Date of Joining: 25/03/2012

Basic: 12,857.00  
House Rent: 5,143.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 18,200  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 26  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 0  
PF: 0  
Punishment: 0**Net Total: 18,200****Total 0**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000004

Name of Emp: Aslam  
Division Name: Admin  
Department: Finance  
Designation: Ass Officer

Date of Joining: 01/01/2012

Basic: 12,000.00  
House Rent: 4,800.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 17,000  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 26  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 21  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 2,000  
PF: 0  
Punishment: 0**Net Total: 12,258****Total 2,000**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000004

Name of Emp: Aslam  
Division Name: Admin  
Department: Finance  
Designation: Ass Officer

Date of Joining: 01/01/2012

Basic: 12,000.00  
House Rent: 4,800.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 17,000  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 26  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 21  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 2,000  
PF: 0  
Punishment: 0**Net Total: 12,258****Total 2,000**

Employee Sig.

Account Dept.

Authorised Sig.

**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000002

Name of Emp: Jamal  
Division Name: Marketing  
Department: Store  
Designation: OFFICER

Date of Joining: 01/03/2012

Basic: 4,000.00  
House Rent: 4,000.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 8,200  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 26  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 1,000  
PF: 0  
Punishment: 0**Net Total: 7,200****Total 1,000**\_\_\_\_\_  
Employee Sig.\_\_\_\_\_  
Account Dept.\_\_\_\_\_  
Authorised Sig.**ABC Group**Address1  
Address2**Pay Slip****Office Copy****Month:** AUG12

ID No.: 000000002

Name of Emp: Jamal  
Division Name: Marketing  
Department: Store  
Designation: OFFICER

Date of Joining: 01/03/2012

Basic: 4,000.00  
House Rent: 4,000.00  
Medical: 200.00  
Mobile Bill: 0.00  
Present Salary: 8,200  
Tibin Bill: 0.00  
Hazira Bonus: 0.00  
Total Pay Days: 31  
Arrear Bill: 0  
Service Bill: 0  
OT Count: 0  
OT Amount: 0Total Present: 26  
Total Leave: 0  
Holiday: 0  
Weekend: 5**Deduction**Total Absent: 0  
Absent Amount: 0  
Loan: 1,000  
PF: 0  
Punishment: 0**Net Total: 7,200****Total 1,000**\_\_\_\_\_  
Employee Sig.\_\_\_\_\_  
Account Dept.\_\_\_\_\_  
Authorised Sig.

ABC Group  
Address1  
Address2  
Monthly Attendance Report

*AUG12*

Card No.	Name	Deg	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	Total Day of Month	W..	F..	Total Leave	A.D	P.D	TAD	Rem.
000000001	Rahim	Account Officer	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	WH	P	CL	CL	CL	P	P	WH	31	5	0	0	0	23	28		
000000002	Jamal	OFFICER	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	WH	P	P	P	P	P	P	WH	31	5	0	0	0	26	31		
000000003	Karim	HR Manager	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	WH	P	P	P	P	P	P	WH	31	5	0	0	0	26	31		
000000004	Aslam	Ass Officer	P	P	WH	P	0	0	0	0	0	WH	P	P	P	P	P	P	WH	P	P	P	P	P	WH	P	P	P	P	P	P	WH	31	5	0	0	0	21	26		
000000005	Anjona	Account Officer	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	WH	P	P	P	P	P	P	WH	31	5	0	0	0	26	31		
000000008	Jamilur Rahman	Deputy Manager	P	P	WH	P	P	P	P	P	P	WH	P	P	P	P	P	P	WH	P	P	AL	AL	AL	AL	WH	P	P	P	P	P	WH	31	5	0	0	0	22	27		

Meaning

**WH=Weekly Holiday,CL=Casual Leave,SL=Sick Leave,AL=Annual Leave,AD=Absent Day,PD=Present Day,FH=Festival Holiday,TAD=Total Attendance**

**ABC Group**

**ID CARD**

**Rahim**

Designation : Account Officer

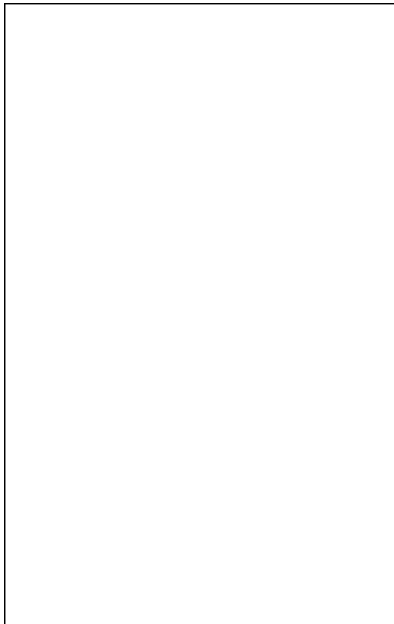
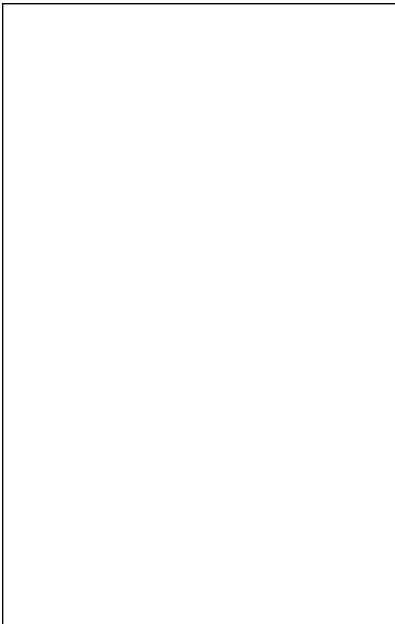
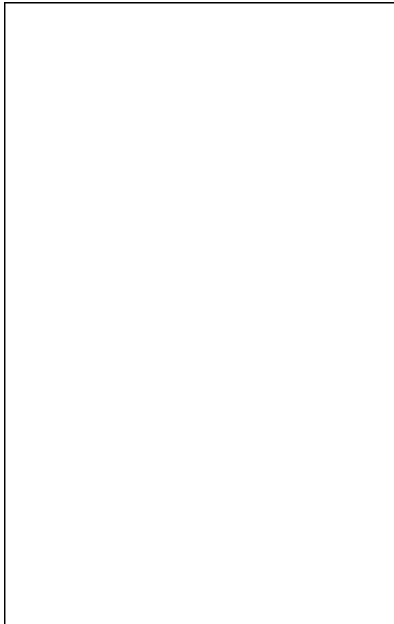
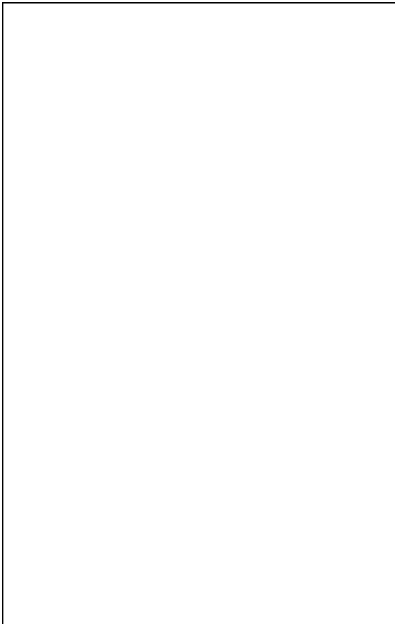
ID No : 0000000001

Blood Group :

Date of join : 01/02/2012

\_\_\_\_\_  
Bearer's Signature

\_\_\_\_\_  
Manager (H.R)





# ABC Group

Address1

Address2

## Advance Report

Card No	Name	Department	Inst. No	Amount	Month Name	Install Status
<b>000000002</b>	Jamal	Store			Total Amount:	4,000.00
			1	1,000.00		Processed
			2	1,000.00		UnProcessed
			3	1,000.00		UnProcessed
			4	1,000.00		UnProcessed
			Sub Total:	<b>4,000.00</b>		
<b>000000004</b>	Aslam	Finance			Total Amount:	12,000.00
			1	2,000.00		Processed
			2	2,000.00		UnProcessed
			3	2,000.00		UnProcessed
			4	2,000.00		UnProcessed
			5	2,000.00		UnProcessed
			6	2,000.00		UnProcessed
			Sub Total:	<b>12,000.00</b>		

**EMPLOYEE'S BIO-DATA**

**Card Number:** 000000001  
Employee Name: Rahim  
Division Name: Admin  
Department: Accounting  
Designation: Account Officer  
Joining Date: 01/02/2012  
Present Address:  
City & Zip Code:  
Pernanent Address:  
District & Zip Code: Dhaka  
Date of Birth: 01/01/1985  
Age:  
Sex: MALE  
Marital Status: Single  
Weight:  
Height:  
Reliqious: Muslim  
Nationality: Bangladeshi  
**National ID card:** 2588666555

# ABC Group

Address1

Address2

## Employee Information

SL. No.	card No	Name	Grade Name	Designation Name	Date	Status
Devison <b>Admin</b>						
Department <b>Accounting</b>						
1	0000000001	Rahim	Ga	Account Officer	01/02/2012	Regular
2	0000000005	Anjona	Ga	Account Officer	01/04/2012	Regular
3	0000000006	Amir Khan	Ga	General Manager	01/08/2012	Regular
4	0000000008	Jamilur Rahman	Ga	Deputy Manager	01/01/2011	Regular
Department <b>Finance</b>						
5	0000000007	Rayhan	Ka	Ass General Manager	01/05/2012	Suspended
6	0000000004	Aslam	Ga	Ass Officer	01/01/2012	Regular
Department <b>Management</b>						
7	0000000003	Karim	Ga	HR Manager	25/03/2012	Regular
Devison <b>Marketing</b>						
Department <b>Store</b>						
8	0000000002	Jamal	Ka	OFFICER	01/03/2012	Regular

Prepared By

Manager (HR)

General Manager

**ABC Group**  
Address1  
Address2  
**Daily Attendance Report (Present)**  
**01-08-2012 to 05-08-2012**

SL No	Emp Card No	Emp Name	Designation Name	Time IN	Time Out	Status
<b>Division Name: Admin</b>						
<b>Department Name: Accounting</b>						
<i>Date: 01/08/2012</i>						
1	000000001	Rahim	Account Officer	09:03	18:20	P
2	000000005	Anjona	Account Officer	09:13	19:00	P
3	000000008	Jamilur Rahman	Deputy Manager	08:56	18:15	P
<i>Date: 02/08/2012</i>						
4	000000001	Rahim	Account Officer	09.03	18.20	P
5	000000005	Anjona	Account Officer	09.13	19.00	P
6	000000008	Jamilur Rahman	Deputy Manager	08.56	18.15	P
<i>Date: 04/08/2012</i>						
7	000000001	Rahim	Account Officer	09.03	18.20	P
8	000000005	Anjona	Account Officer	09.13	19.00	P
9	000000008	Jamilur Rahman	Deputy Manager	08.56	18.15	P
<i>Date: 05/08/2012</i>						
10	000000001	Rahim	Account Officer	09.03	18.20	P
11	000000005	Anjona	Account Officer	09.13	19.00	P
12	000000008	Jamilur Rahman	Deputy Manager	08.56	18.15	P
<b>Department Name: Finance</b>						
<i>Date: 01/08/2012</i>						
13	000000004	Aslam	Ass Officer	09:14	19:04	P
<i>Date: 02/08/2012</i>						
14	000000004	Aslam	Ass Officer	09.14	19.04	P
<i>Date: 04/08/2012</i>						
15	000000004	Aslam	Ass Officer	09.14	19.04	P
<b>Department Name: Management</b>						
<i>Date: 01/08/2012</i>						
16	000000003	Karim	HR Manager	09:07	18:12	P
<i>Date: 02/08/2012</i>						
17	000000003	Karim	HR Manager	09.07	18.12	P
<i>Date: 04/08/2012</i>						
18	000000003	Karim	HR Manager	09.07	18.12	P
<i>Date: 05/08/2012</i>						
19	000000003	Karim	HR Manager	09.07	18.12	P
Total : <b>23.00</b>						
<b>Division Name: Marketing</b>						
<b>Department Name: Store</b>						
<i>Date: 01/08/2012</i>						
20	000000002	Jamal	OFFICER	09:12	18:12	P
<i>Date: 02/08/2012</i>						
21	000000002	Jamal	OFFICER	09.12	18.12	P
<i>Date: 04/08/2012</i>						
22	000000002	Jamal	OFFICER	09.12	18.12	P
<i>Date: 05/08/2012</i>						
23	000000002	Jamal	OFFICER	09.12	18.12	P
Total : <b>23.00</b>						

**ABC Group**  
Address1  
Address2  
**Card Punch Report**

**AUG12**

Atten Date	Shift Name	Atten Time In	Lunch Time	Lunch Time	Out	Atten Time Out	Atten Status	Late(hr)	OT
<b>Emp Card No: 000000001</b>		<b>Emp Name: Rahim</b>							
<b>Division Name: Admin</b>							<b>Age::</b>		
<b>Department Name: Accounting</b>							<b>Joining Date:: 01/02/2012</b>		
<b>Designation Name: Account Officer</b>									
01/08/2012	MO	09:03	12:00	13:00		18:20	P	0.00	0.00
02/08/2012	MO	09:03	12:00	13:00		18.20	P	0.00	0.00
03/08/2012	MO	09:03	12:00	13:00		18.20	W	0.00	9.28
04/08/2012	MO	09:03	12:00	13:00		18.20	P	0.00	0.00
05/08/2012	MO	09:03	12:00	13:00		18.20	P	0.00	0.00
06/08/2012	MO	09:10	12:10	13:14		18:15	P	0.00	0.00
07/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
08/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
09/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
10/08/2012	MO	09:10	12:10	13:14		18.15	W	0.00	9.08
11/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
12/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
13/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
14/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
15/08/2012	MO	09:10	12:10	13:14		18.15	P	0.00	0.00
16/08/2012	MO	09:02	12:00	13:00		18:10	P	0.00	0.00
17/08/2012	MO	09:02	12:00	13:00		18.10	W	0.00	9.13
18/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
19/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
20/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
21/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
22/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
23/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
24/08/2012	MO	09:02	12:00	13:00		18.10	W	0.00	9.13
25/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
26/08/2012	MO						CL	0.00	0.00
27/08/2012	MO						CL	0.00	0.00
28/08/2012	MO						CL	0.00	0.00
29/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
30/08/2012	MO	09:02	12:00	13:00		18.10	P	0.00	0.00
31/08/2012	MO	09:02	12:00	13:00		18.10	W	0.00	9.13
<b>Summary:</b>						<b>Total OT:</b>	<b>45.77</b>		
<b>CL</b>	<b>3</b>								
<b>P</b>	<b>23</b>								
<b>W</b>	<b>5</b>								

**ABC Group**  
Address1  
Address2  
**Card Punch Report**

**AUG12**

Atten Date	Shift Name	Atten Time In	Lunch Time	Lunch Time	Out	Atten Time	Out	Atten Status	Late(hr)	OT
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# ABC Group

Address1

Address2

## Promotion Sheet

26-08-2012 to 26/08/2012

SL. No.	card No	Name	Present Position				New Position				Prom. Effe. From
			Grade	Devision	Department	Designation	Grade	Devision	Department	Designation	
1	0000000001	Rahim	Ga	Admin	Accounting	Account Officer	Ka	Admin	Accounting	General Manager	26/08/2012
2	0000000003	Karim	Ga	Admin	Management	HR Manager	Ga	Admin	Finance	Ass General Manager	26/08/2012
3	0000000004	Aslam	Ga	Admin	Finance	Ass Officer	Ga	Admin	Management	HR Manager	26/08/2012

Prepared By

Checked By Audit

Manager (HR)

General Manager

Director

Managing Director

C.C to

1. Admin Dept.

2. Accounts Dept.

## ABC Group

Address1

Address2

### Promotion Sheet

26/08/2012 to 26/08/2012

SL. No.	card No	Name	Grade Name	Designation Name	Date	Status
Devision		<b>Admin</b>				
Department		<b>Finance</b>				
1	0000000007	Rayhan	Ka	Ass General Manager	26/08/2012	Suspended

Prepared By

Manager (HR)

General Manager