

FORM D
ATTENDANCE REGISTER

Name of Establishment		Adecco India Private Limited C/o. CIPLA LTD Plot No. 4-A,, VPO Kalan,, Chandigarh, Chandigrah, 160102																								Name of Owner												LIN			
For the Period		From 01/11/2022 To 30/11/2022																																							
Sl. No. in Employee Register	Name Empcode	Relay# or Set Work	Place of Work*	IN OUT	DATE																														Summary No.of Days	Remarks No.of Hours	**Signature of Register Keeper				
					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							
1	2	3	4	5,6	7																														8	9	10				
7	OM PRAKASH GAUR A49545			IN OUT	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM		30.0	240.0				
8	SH OM PARKASH A49321			IN OUT	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM		30.0	240.0				
10	SH HARSH (HUSBAND) A49325			IN OUT	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM	O 	9:00 AM 6:00 PM	9:00 AM 6:00 PM	9:00 AM 6:00 PM		30.0	240.0				
Total																																	90.0	720.0							

#Relay and *Place of Work in case of Mines only (Underground/Opencast/Surface)

In case an employee is not present the following to be entered:

(**0.5** for Half Day Present, **.5A** for Half Day Present/Half Day Absent, **.5C** for Half a day Present/Half a day Casual Leave, **.5P** for Half a day Present/Half a day Paid Leave, **.5S** for Half a day Present/Half a day Sick Leave, **A** for Absent, **A.5** for Half Day Absent/ Half Day Present, **C.5** for Half a day Casual Leave/Half a day Present, **CL** for Casual Leave, **CO** for Comp Off., **E.5** for Half Day Present on Election Holiday, **EH** for Election Holiday, **EP** for Present on Election Holiday, **F.5** for Half Day Present on Festival Holiday, **FH** for Festival Holiday, **FP** for Present on Festival Holiday, **L** for Leave, **ML** for Maternity Leave, **N.5** for Half Day Present on National Holiday, **NH** for National Holiday, **NP** for Present on National Holiday, **P.5** for Half a day Paid Leave/Half a day Present, **PL** for Paid Leave, **S.5** for Half a day Sick Leave/Half a day Present, **SL** for Sick Leave, **T** for Left employment, **O** for Weekly Off, **H** for Holiday, LD for LockDown,**WFH** for Work From Home)

** Not necessary in case of E Form maintenance.