

FORM D

[See rule 2(1)]

FORMAT OF ATTENDANCE REGISTER

Rajasthan Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017

Name of Establishment		Adecco India Private Limited C/o. CIPLA LTD C-116B, ROAD NO.8, VKI AREA, JAIPUR, Rajasthan, Jaipur, 302013																																LIN		
For the Period		From 01/11/2022 To 30/11/2022																																		
Sl. No. in Employee Register	Name	Place of Work	IN OUT	DATES																														No.of Days worked	Summary No.of Hours worked	
	Empcode			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	
1	LATE SHRI HANUMAN PRASAD A47089		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
2	LATE SURAJ MAL SHARMA A47090		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
4	JATA SHANKAR SHARMA A47092		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
5	ASHRA KHAN A47095		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
6	RADHEY SHYAM GARG A47096		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
7	LADDU LAL BAIWRA A47097		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
8	TARA CHAND SAINI A47098		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
9	VINOD MISHRA A47099		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
10	GIRDHARI SINGH TANWAR A47100		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
11	RAM GOPAL SHARMA A47101		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0

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12	R S SHARMA A47102		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
13	RAMAVATAR LOHIYA A47103		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
14	BHANWAR LAL BAIRWA A47104		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
15	RAMESH CHAND SHRAMA A47106		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
16	BABU LAL SHARMA A47107		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
17	BHUPENDRA SINGH RATHORE A47108		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
18	L P SHARMA A47110		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
19	MANAK CHAND JAIN A47593		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
90	Ganesh Narayan Choudhary G92026		IN OUT	p	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P		30.0	240.0
Total																																570.0	4,560.0			

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)

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