

Ref: AD 001

TRUSTROL LUBRICANTS

Date:01/10/2021

MONTHLY ATTENDANCE REPORT

NAME:	Srikant Kumar	BASE AT :	EAST / CUTTACK / ODISHA
DESIGNATION:	SALES EXECUTIVE(EAST)	MONTH:	Feb'21

EMPLOYEE'S SUMMARY OF ATTENDANCE

NO. OF CL USED	NO. OF PL USED	NO. OF SL USED	DAYS PRESENT	DAYS ABSENT LWP	DAYS PAYABLE
0	0		31	0	30
SPECIFY DATES	SPECIFY DATES	SPECIFY DATES		SPECIFY DATES	

DATE:	01-09-2021 TO 30-09-2021	SIGNATURE OF EXECUTIVE:		SIGNATURE OF REPORTING OFFICER :	
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NOTE: FILL THIS FORMAT IN CAPITAL LETTERS ONLY

SL: SICK LEAVE---	LWP: LEAVE WITHOUT PAY
PL: PRIVILEGE LEAVE	CL: CASUAL LEAVE