

# Daily Attendance

FOR THE MONTH

Date	Name: Dr. Anshad Ali			Name: Shipra Devi Bhatnagar			Name: Suruchi Gupta			Name: Mausumi Praonik			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1													
2													
3													
4													
5													
6													
7													
8	9:30	4:00	A	10:05	4:00	SB			CL	10:00	4:00	Msranik	
9	9:45	4:00	A	10:00	4:00	SB			CL	10:00	4:00	Msranik	
10	9:45	4:00	A	10:00	4:00	SB			CL	10:00	4:00	Msranik	
11	9:35	4:00	A	10:00	4:00	SB	9:55	4:00	S. Gupta	10:00	4:00	Msranik	
12			S			U						N	
13	10:00	4:00	A	9:55	4:00	SB	9:55	4:00	S. Gupta	10:00	4:00	Msranik	
14	9:45	4:00	A	9:55	4:00	SB	10:00	4:00	S. Gupta			CL	
15	10:00	4:00	A	9:55	4:00	SB	10:05	4:00	S. Gupta	10:00	4:00	Msranik	
16	9:45	4:00	A			ML	10:00	4:00	S. Gupta	10:00	4:00	Msranik	
17	9:40	4:30	A			ML	10:00	4:00	S. Gupta	10:00	4:00	Msranik	
18	10:00	4:30	A			ML	10:10	4:00	S. Gupta	10:00	4:00	Msranik	
19			S			U						N	
20													
21													
22													
23													
24													
25													
26			S			U						N	
27													
28													
29	10:00	4:00	A	10:00	4:00	SB	10:00	4:00	S. Gupta	10:00	4:00	Msranik	
30	10:00	4:00	A	10:00	4:00	SB	10:00	4:00	S. Gupta	10:00	4:00	Msranik	
31	10:00	4:00	A	10:00	4:00	SB	10:05	4:00	S. Gupta	10:00	4:00	Msranik	

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	03	00	04	00	09	03	04
Sick				03	05			
Special								
Leave without pay								

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month-

# Register of Teachers

OF October ..... 2025.....

Date	Name: Asraf Ali			Name: Shamim Athamed			Name: Rabanul Haque			Name: Sukir Koz. Roy			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1													
2													
3													
4													
5													
6													
7													
8	9:55	4:00	A	9:50	4:00	Athamed	10:10	4:00	RH	10:15	4:00	SR	
9	9:50	4:00	A	9:30	4:00	Athamed	9:57	4:00	RH	9:51	4:00	SR	
10			CL	10:00	4:00	Athamed	10:10	4:00	RH	10:00	4:00	SR	
11	9:45	4:00	A	9:40	4:00	Athamed	10:20	4:00	RH	9:58	4:00	SR	
12			D						A			Y	
13	9:45	4:00	A	9:50	4:00	Athamed	10:11	4:00	RH	10:00	4:00	SR	
14	9:50	4:00	A	10:20	4:00	Athamed	10:09	4:00	RH	10:00	4:00	SR	
15			CL	9:40	4:00	Athamed			CL	10:10	4:00	SR	
16	9:45	4:00	A	10:00	4:00	Athamed			CL	10:00	4:00	SR	
17	9:50	4:00	A	9:50	4:00	Athamed	10:00	4:00	RH	10:00	4:00	SR	
18	9:55		A	10:00	4:00	Athamed	10:07	4:00	RH	10:15	4:00	SR	
19			D						A			Y	
20													
21													
22													
23													
24													
25													
26			D						A			Y	
27													
28													
29			CL	10:00	4:00	Athamed			CL	10:00	4:00	SR	
30			CL	10:00	4:00	Athamed	10:07	4:00	RH	10:14	4:00	SR	
31			CL	9:55		Athamed	10:00		RH	10:10	4:00	SR	

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	07	05	02	00	08	03	09
Sick	03	00			02			
Special								
Leave without pay								

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month-

# Daily Attendance

FOR THE MONTH

Date	Name: Jayadhattha Sankar			Name: Md. Arshad Ali			Name: Utham Roy			Name: Pranjendra Kr. Yadav			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1													
2													
3													
4													
5													
6													
7													
8	9:50	4:00	J.S	9:48	4:00	A			M L	10:00	4:00	BK Yadav	
9	9:50	4:00	J.S	9:53	4:00	A			M L	10:00	4:00	BK Yadav	
10	9:49	4:00	J.S	9:53	4:00	A			M L	10:00	4:00	BK Yadav	
11	9:45	4:00	J.S	9:54	4:00	A			M L	9:52	4:10	BK Yadav	
12			S									N	
13	9:47	4:00	J.S	9:52	4:00	A			M L	9:40	4:20	BK Yadav	
14	9:42	4:00	J.S	9:47	4:00	A			M L	9:40	4:00	BK Yadav	
15	9:40	4:00	J.S	9:51	4:00	A			M L			CL	
16	9:45	4:00	J.S	9:48	4:00	A			M L	9:52	4:10	BK Yadav	
17			ML	9:51	4:00	A			M L	10:00	4:00	BK Yadav	
18			ML	9:24	4:00	A			M L	10:05	4:20	BK Yadav	
19			S									N	
20													
21													
22													
23													
24													
25													
26			S									N	
27													
28													
29	9:51	4:00	J.S	9:55	4:00	A	9:45	4:00	ufor	10:00	4:00	BK Yadav	
30	9:50	4:00	J.S	10:00	4:00	A	9:50	4:00	ufor	10:10	4:20	BK Yadav	
31	9:51	4:00	J.S	10:00	4:00	A	9:45	4:00	ufor	9:55	4:10	BK Yadav	
Total													

LEAVE	Previous		Current		Previous		Current		Previous		Current	
	Casual	Sick	Special	Leave without pay	Casual	Sick	Special	Leave without pay	Casual	Sick	Special	Leave without pay
Casual	01	00	06	00	10	00	03	01				
Sick	06	02					10					
Special												
Leave without pay												

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month-

# Register of Teachers

OF October 2025

Date	Name: Bikash Poria			Name: Suresh Kr. Yadav			Name: Ashish Yadav			Name: Mahammad Salauddin			Initials of Head of the Office
	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1													
2													
3													
4													
5													
6													
7													
8	9:20	4:00	B. Poria	9:41	4:00	SM	9:48	4:00	A-Y	9:45	4:00	M.S	
9	9:35	4:00	B. Poria	9:52	4:00	SM	9:52	4:00	A-Y	9:50	4:00	M.S	
10	9:49	4:00	B. Poria	9:56	4:00	SM	9:53	4:00	A-Y	9:40	4:00	M.S	
11	9:50	4:00	B. Poria	9:41	4:00	SM	9:53	4:00	A-Y	9:45	4:00	M.S	
12			S									N	
13	9:30	4:00	B. Poria	9:50	4:00	SM	9:52	4:00	A-Y	9:40	4:00	M.S	
14	9:51	4:00	B. Poria	9:17	4:00	SM	9:47	4:00	A-Y	9:45	4:00	M.S	
15	10:00	4:00	B. Poria	9:26	4:00	SM	9:51	4:00	A-Y	9:41	4:00	M.S	
16	10:00	4:00	B. Poria	9:48	4:00	SM	9:48	4:00	A-Y	9:47	4:00	M.S	
17	9:40	4:00	B. Poria	9:47	4:00	SM	9:51	4:00	A-Y	9:45	4:00	M.S	
18	9:19	4:00	B. Poria	9:50	4:00	SM	9:25	4:00	A-Y	9:30	4:00	M.S	
19			S									N	
20													
21													
22													
23													
24													
25													
26			S									N	
27													
28													
29	9:52	4:00	B. Poria	9:42	4:00	SM	9:55	4:00	A-Y	9:50	4:00	M.S	
30	9:50	4:00	B. Poria	9:57	4:00	SM	10:00	4:00	A-Y	9:48	4:00	M.S	
31	9:49	4:00	B. Poria	9:12	4:00	SM	10:00	4:00	A-Y	9:45	4:00	M.S	
Total													

LEAVE	Previous		Current		Previous		Current		Previous		Current	
	Casual	Sick	Special	Leave without pay	Casual	Sick	Special	Leave without pay	Casual	Sick	Special	Leave without pay
Casual	05	00	05	00	00	00	00	00				
Sick												
Special												
Leave without pay												

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month-

# Daily Attendance

FOR THE MONTH

Name : Md. Kutubuddin				Name : Sojal Ojha			Name :			Name :			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1													
2													
3													
4													
5													
6													
7													
8	9:50	4:00	<del>SO</del>	9:45	4:00	S. Ojha							
9	9:55	4:00	<del>SO</del>	9:40	4:00	S. Ojha							
10	9:59	4:00	<del>SO</del>	9:35	4:00	S. Ojha							
11	9:55	4:00	<del>SO</del>	9:55	4:00	S. Ojha							
12													
13	9:59	4:00	<del>SO</del>	9:55	4:00	S. Ojha							
14	9:45	4:00	<del>SO</del>	9:50	4:00	S. Ojha							
15	9:59	4:00	<del>SO</del>	9:49	4:00	S. Ojha							
16	9:54	4:00	<del>SO</del>	9:24	4:00	S. Ojha							
17	9:55	4:00	<del>SO</del>	9:40	4:00	S. Ojha							
18	9:50	4:00	<del>SO</del>	9:20	4:00	S. Ojha							
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29	9:50	4:00	<del>SO</del>										
30	9:59	4:00	<del>SO</del>										
31	9:55	4:00	<del>SO</del>										
Total													

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	05	00	04	00			
Sick								
Special								
Leave without pay								

No of full holidays during the month- (Excluding Sundays)  
 No of half holidays during the month- (Excluding Saturdays)  
 Total No of working days during the month-

# Staff Attendance Register

FOR THE MONTH OF November 2025

Name: <u>Dr. Apishad Ali</u>				Name: <u>Shipra Devi Barmam</u>			Name: <u>Suruchi Gupta</u>			Name: <u>Mousumi Pyramani</u>			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	DNE			TO			HE			AVY			
2	S			U			N						
3	10:00	4:30	A	10:00	4:30	Shipra	10:00	4:30	S. Gupta	10:00	4:30	Mhsanik	
4	10:11	4:35	A	10:10	4:30	Shipra	10:00	4:30	S. Gupta	10:00	4:00	Mhsanik	
5	FATEHA			DW			AZ						
6	9:30	4:30	A	10:35	4:00	Shipra	10:00	4:30	S. Gupta	10:00	4:00	CL	
7	9:30	4:30	A	10:10	4:30	Shipra	10:00	4:30	S. Gupta	10:00	4:00	Mhsanik	
8	10:15	4:40	A	10:00	4:30	Shipra	10:20	4:00	S. Gupta	10:00	4:00	Mhsanik	
9	S			U			N						
10	10:10	4:30	A	10:15	4:00	Shipra	10:10	4:00	S. Gupta	10:00	4:00	Mhsanik	
11	10:10	4:30	A	10:30	4:00	Shipra	10:05	4:00	S. Gupta	10:00	4:00	Mhsanik	
12	9:40	4:40	A	10:00	4:00	Shipra	10:55	4:00	S. Gupta	10:00	4:00	Mhsanik	
13	9:30	4:30	A	9:30	4:00	Shipra	9:30	4:00	S. Gupta	10:00	4:00	Mhsanik	
14	9:55	4:30	A	10:00	4:00	Shipra	10:00	4:00	CL	10:00	4:00	Mhsanik	
15	9:50	4:30	A	10:00	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:00	Mhsanik	
16	S			U			N						
17	CL			10:00	4:00	Shipra	9:55	4:00	S. Gupta	10:00	4:00	Mhsanik	
18	9:45	4:30	A	10:15	4:00	Shipra	9:59	4:00	S. Gupta	10:00	4:00	Mhsanik	
19	9:45	4:30	A	10:19	4:00	Shipra	10:02	4:00	S. Gupta	10:00	4:00	Mhsanik	
20	9:30	4:45	A	10:50	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:00	Mhsanik	
21	10:10	4:30	A	ON DUTY			9:55	4:00	S. Gupta	10:00	4:00	Mhsanik	
22	10:10	4:30	A	9:45	4:00	Shipra	9:58	4:00	S. Gupta	10:00	4:00	Mhsanik	
23	S			U			N						
24	10:05	4:30	A	10:00	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:00	Mhsanik	
25	10:05	4:30	A	10:00	4:00	Shipra	9:59	4:00	S. Gupta	10:00	4:00	Mhsanik	
26	10:02	4:40	A	10:00	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:00	Mhsanik	
27	ADDITIONAL			DAY			DA			Y			
28	CL			9:40	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:00	Mhsanik	
29	9:55	4:40	A	10:00	4:00	Shipra	9:59	4:00	S. Gupta	10:00	4:00	Mhsanik	
30	S			U			N						
31													

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	02	01	00	00	12	01	05
Sick					05			
Special								
Leave without pay								

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month.

# Staff Attendance Register

FOR THE MONTH OF November 2025

Name: <u>Asraf Ali</u>				Name: <u>Shamim Ahmed</u>			Name: <u>Rahatul Hoque</u>			Name: <u>Subir Kr. Roy</u>			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	R			AIN									
2	D			A			Y						
3	9:50	4:00	A	9:49	4:00	Ahmed	9:58	4:00	Ra.	10:10	4:00	R	
4	9:58	4:00	A	10:10	4:00	Ahmed			RAL	10:00	4:00	R	
5	D			A			M						
6	10:20	4:00	A	9:50	4:00	Ahmed	10:17	4:00	Ra.	9:57	4:00	R	
7	10:01	4:00	A	10:00	4:00	Ahmed	10:00	4:00	Ra.	10:00	4:00	R	
8	10:00	4:00	A	CL			9:52	4:00	Ra.	9:52	4:00	R	
9	D			A			Y						
10	10:01	4:00	A	9:53	4:00	Ahmed	9:58	4:00	Ra.	10:15	4:00	R	
11	9:48	4:00	A	10:00	4:00	Ahmed	10:22	4:00	Ra.	10:15	4:00	R	
12	9:55	4:00	A	10:10	4:00	Ahmed	9:49	4:00	Ra.	10:00	4:00	R	
13	9:28	4:00	A	9:59	4:00	Ahmed	9:47	4:00	Ra.	9:49	4:00	R	
14	9:55	4:00	A	9:58	4:00	Ahmed	10:10	4:00	Ra.	10:10	4:00	R	
15	9:50	4:00	A	9:50	4:00	Ahmed							
16	D			A			Y						
17	10:00	4:00	A	10:02	4:00	Ahmed	10:00	4:00	Ra.	10:00	4:00	R	
18	ML			9:58	4:00	Ahmed	9:37	4:00	Ra.	10:05	4:00	R	
19	ML			10:15	4:00	Ahmed	9:58	4:00	Ra.	10:05	4:00	R	
20	10:00	4:00	A	9:45	4:00	Ahmed	10:00	4:00	Ra.	10:08	4:00	R	
21	ML			ON DUTY			10:00	4:00	Ra.	10:00	4:00	R	
22	9:40	4:00	A	10:00	4:00	Ahmed	10:05	4:00	Ra.	10:00	4:00	R	
23	D			A			Y						
24	ML			10:00	4:00	Ahmed	9:30	4:00	Ra.	9:35	4:00	R	
25	CL			10:01	4:00	Ahmed	10:20	4:00	Ra.	10:05	4:00	R	
26	10:10	4:00	A	9:50	4:00	Ahmed	9:25	4:00	Ra.	09:35	4:00	R	
27	FOR			FA			RE			WELL			
28	10:10	4:00	A	10:05	4:00	Ahmed	10:30	4:00	Ra.	10:20	4:00	R	
29	ML			10:15	4:00	Ahmed	ML			10:07	4:00	R	
30	D			A			Y						
31													

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	12	01	02	01	10	02	07
Sick	03	04			02	02		
Special								
Leave without pay								

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month.

# Staff Attendance Register

FOR THE MONTH OF November, 2025

Name: Jayachitra Sankar			Name: Md. Arshad Ali			Name: Uttam Roy			Name: Pranjendra K. Yadav			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	
1			D U E			T O			H E			
2			S			U			N			
3	9:40	4:00	J.S.	9:58	4:00	A	9:45	4:00	ufor	10:00	4:00	Bk Yadav
4	9:50	4:00	J.S.	10:00	4:00	A	9:50	4:00	ufor	10:05	4:00	Bk Yadav
5			F			A T			E			H A
6	9:40	4:00	J.S.	9:55	4:00	A			CL	9:50	4:00	Bk Yadav
7	9:59	4:00	J.S.	9:55	4:00	A			CL	9:30	4:00	Bk Yadav
8	9:40	4:00	J.S.	9:51	4:00	A			CL	10:00	4:00	Bk Yadav
9			S			U			N			
10	9:40	4:00	J.S.	9:51	4:00	A	9:55	4:00	ufor	10:00	4:00	Bk Yadav
11			CL	9:54	4:00	A	10:00	4:00	ufor	9:45	4:00	Bk Yadav
12	9:40	4:00	J.S.	9:56	4:00	A	10:00	4:00	ufor	9:55	4:00	Bk Yadav
13			CL	9:30	4:00	A	10:20	4:00	ufor	10:00	4:00	Bk Yadav
14			CL	9:57	4:00	A	9:51	4:00	ufor	9:50	4:00	Bk Yadav
15	9:45	4:00	J.S.	10:00	4:00	A				9:50	4:00	Bk Yadav
16			S			U			N			
17			AB	9:55	4:00	A	10:00	4:00	ufor	10:00	4:00	Bk Yadav
18			AB	9:45	4:00	A	10:02	4:00	ufor	10:00	4:00	Bk Yadav
19	9:40	4:00	J.S.	9:52	4:00	A	10:19	4:00	ufor	9:30	4:15	Bk Yadav
20	9:45	4:00	J.S.	9:52	4:00	A	10:00	4:00	ufor	10:05	4:00	Bk Yadav
21	9:38	4:00	J.S.	9:50	4:00	A	9:50	4:00	ufor	10:00	4:00	Bk Yadav
22	9:45	4:00	J.S.	9:56	4:00	A			CL	10:10	4:00	Bk Yadav
23			S			U			N			
24	9:40	4:00	J.S.	9:36	4:00	A	9:20	4:00	ufor	9:45	4:00	Bk Yadav
25			AB	10:00	4:00	A	9:50	4:00	ufor	9:50	4:00	Bk Yadav
26	9:55	4:00	J.S.	9:52	4:00	A	9:20	4:00	ufor	10:05	4:00	Bk Yadav
27			A B D			T I O			N A			L
28	9:30	4:00	J.S.	9:52	2:00	A	9:58	4:00	ufor	9:50	4:00	Bk Yadav
29	9:50	4:00	J.S.	9:52	4:00	A	9:51	4:00	ufor	10:00	4:00	Bk Yadav
30			S			U			N			
31												
Total												

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	07	03	06	00	10	04	04
Sick	00							
Special								
Leave without pay		03						

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month.

# Staff Attendance Register

FOR THE MONTH OF November, 2025

Name: Bikash Paria			Name: Swrush K. Yadav			Name: Ashish Yadav			Name: Mahammad Salauddin			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	
1			A V Y			R			A I N			
2			D			A						Y
3	9:45	4:00	B. Paria	9:40	4:00	SM	9:58	4:00	A-Y	9:40	4:00	M.S
4	9:30	4:00	B. Paria	9:52	4:00	SM	10:00	4:00	A-Y	9:48	4:00	M.S
5			D W A Z			D A			H A			M
6	9:50	4:00	B. Paria	9:51	4:00	SM	9:55	4:00	A-Y	9:40	4:00	M.S
7	9:30	4:00	B. Paria	9:52	4:00	SM	9:45	4:00	A-Y	9:41	4:00	M.S
8	9:50	4:00	B. Paria	9:50	4:00	SM	9:51	4:00	A-Y	9:38		M.S
9			D			A			Y			
10	9:45	4:00	B. Paria	9:32	4:00	SM	9:52	4:00	A-Y	9:35	4:00	M.S
11	9:55	4:00	B. Paria	9:18	4:00	SM	9:54	4:00	A-Y	9:40	4:00	M.S
12	9:30	4:00	B. Paria	9:49	4:00	SM	9:56	4:00	A-Y	9:35	4:00	M.S
13	9:30	4:00	B. Paria	9:22	4:00	SM	9:30	4:00	A-Y	9:10	4:00	M.S
14	10:15	4:00	B. Paria			CL	9:57	4:00	A-Y	9:45	4:00	M.S
15	9:30	4:15	B. Paria				10:00	4:00	A-Y	9:50	4:00	M.S
16			D			A			Y			
17	9:50	4:00	B. Paria	9:51	4:00	SM	9:55	4:00	A-Y	9:35	4:00	M.S
18	9:30	4:00	B. Paria	9:32	4:00	SM	9:45	4:00	A-Y	9:40	4:00	M.S
19	10:05	4:00	B. Paria	9:54	4:00	SM	9:50	4:00	A-Y	9:45	4:00	M.S
20	9:30	4:00	B. Paria	9:27	4:00	SM	9:48	4:00	A-Y	9:40	4:00	M.S
21	9:57	4:00	B. Paria	9:22	4:00	SM	9:48	4:00	A-Y	9:40	4:00	M.S
22	9:55	4:00	B. Paria	9:20	4:00	SM	9:56	4:00	A-Y	9:45	4:00	M.S
23			D			A			Y			
24	9:30	4:00	B. Paria	9:49	4:00	SM	9:30	4:00	A-Y	9:30	4:00	M.S
25	9:50	4:00	B. Paria	9:20	4:00	SM	10:00	4:00	A-Y	9:50	4:00	M.S
26	9:55	4:00	B. Paria	9:42	4:00	SM	9:52	4:00	A-Y	9:35	4:00	M.S
27			D A Y F O R F A R E W E L L									
28	9:40	4:00	B. Paria			CL	9:52	4:00	A-Y	9:45	4:00	M.S
29	9:50	4:00	B. Paria			CL	9:52	4:00	A-Y	9:50	4:00	M.S
30			D			A			Y			
31												
Total												

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	03	00	05	03	00	00	03
Sick			02					
Special								
Leave without pay								

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month.

# Staff Attendance Register

FOR THE MONTH OF..... November 2025

Name : Md. Kutubuddin			Name : Sojal Ojha			Name :			Name :			
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials
1	D U E — T O — H E A V Y — R A I N											
2	-----											
3	9:50	4:00	<del>SO</del>	9:45	4:00	S. Ojha						
4	9:55	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
5	-----											
6	9:56	4:00	<del>SO</del>	9:52	4:00	S. Ojha						
7	9:59	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
8	10:00	4:00	<del>SO</del>	9:51	4:00	S. Ojha						
9	-----											
10	10:00	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
11	9:55	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
12	9:51	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
13	10:05	4:30	<del>SO</del>	9:40	4:00	S. Ojha						
14	9:59	4:00	<del>SO</del>	9:52	4:00	S. Ojha						
15	9:59	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
16	-----											
17	9:52	4:00	<del>SO</del>	9:40	4:00	S. Ojha						
18	9:59	4:00	<del>SO</del>	9:45	4:00	S. Ojha						
19	9:45	4:00	<del>SO</del>	9:52	4:00	S. Ojha						
20	9:53	4:00	<del>SO</del>	9:40	4:00	S. Ojha						
21	9:57	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
22	10:09	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
23	-----											
24	9:30	4:00	<del>SO</del>	9:00	4:00	S. Ojha						
25	9:40	4:00	<del>SO</del>	9:20	4:00	S. Ojha						
26	9:35	4:00	<del>SO</del>	9:50	4:00	S. Ojha						
27	A D D I T I O N A L D A Y F O R F A R E W E L L											
28	9:58	4:00	<del>SO</del>	9:51	4:00	S. Ojha						
29	9:56	4:00	<del>SO</del>	9:45	4:00	S. Ojha						
30	-----											
31	-----											
Total												

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	05	00	04	00			
Sick								
Special								
Leave without pay								

# Staff Attendance Register

FOR THE MONTH OF December, 2025

Name: <u>Dr. Arshad Ali</u>			Name: <u>Shipra Devi Bhatnagar</u>			Name: <u>Suruchi Gupta</u>			Name: <u>Mousumi Pramanik</u>			Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure		Initials
1	9:20	4:30	A.	10:15	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:20	Mhramnik	
2	10:00	4:30	A.	10:00	4:00	Shipra	9:58	4:00	S. Gupta	11:00	4:00	Mhramnik	
3	10:20	4:30	A.	10:00	4:00	Shipra	10:02	4:00	S. Gupta	10:00	4:10	Mhramnik	
4	9:55	4:30	A.			ML				10:00	4:00	Mhramnik	
5	10:00	4:30	A.	10:00	4:00	Shipra	9:58	4:00	S. Gupta	10:00	4:20	Mhramnik	
6			CL	10:00	4:00	Shipra	10:02	4:00	S. Gupta	10:00	4:00	Mhramnik	
7			S			U			N	10:00	4:10	Mhramnik	
8	9:50	4:00	A.	10:00	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:20	Mhramnik	
9	10:05	4:30	A.	10:00	4:00	Shipra	9:58	4:00	S. Gupta			CL	
10	10:05	4:30	A.	9:50	4:00	Shipra	9:59	4:00	S. Gupta			Mhramnik	
11	A D D I T I - O N A L D A Y												
12			A.	9:40	4:00	Shipra	10:05	4:00	S. Gupta	9:40	4:00	Mhramnik	
13			CL	9:50	4:00	Shipra	10:02	4:00	S. Gupta	9:50	4:10	Mhramnik	
14			S			U			N				
15	10:05	4:30	A.	10:00	4:00	Shipra	9:55	4:00	S. Gupta	9:55	4:00	Mhramnik	
16	10:05	4:30	A.	9:51	4:00	Shipra	9:58	4:00	S. Gupta	9:55	4:00	Mhramnik	
17	10:00	4:30	A.	10:00	4:00	Shipra	9:59	4:00	S. Gupta	9:55	4:00	Mhramnik	
18	10:05	4:30	A.	10:05	4:00	Shipra	10:00	4:00	S. Gupta			CL	
19	10:00	4:10	A.	9:55	4:00	Shipra	10:00	4:00	S. Gupta	9:55	4:00	Mhramnik	
20	10:00	4:50	A.	9:35	4:00	Shipra	10:05	4:00	S. Gupta	9:55	4:00	Mhramnik	
21			S			U			N				
22	10:10	4:30	A.	10:00	4:00	Shipra	9:55	4:00	S. Gupta	10:00	4:00	Mhramnik	
23	9:55	4:30	A.	10:00	4:00	Shipra	9:58	4:00	S. Gupta	10:00	4:00	Mhramnik	
24	A D D I T I - O N A L D A Y												
25			C			H			R			L	S
26	10:05	4:30	A.			CL	10:00	4:00	S. Gupta	10:00	4:10	Mhramnik	
27	10:10	4:30	A.	9:55	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:00	Mhramnik	
28			S			U			N				
29	10:10	4:30	A.	10:00	4:00	Shipra	9:55	4:00	S. Gupta	10:00	4:20	Mhramnik	
30	10:05	4:25	A.	10:00	4:00	Shipra	9:55	4:00	S. Gupta	9:55	4:00	Mhramnik	
31	10:05	4:10	A.	10:00	4:00	Shipra	10:00	4:00	S. Gupta	10:00	4:10	Mhramnik	

Total													
	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current			
LEAVE	Casual	05	02	04	01	13	00	05	02				
	Sick					05	00						
	Special												
	Leave without pay												
	No of full holidays during the month (Excluding Sundays)				No of half holidays during the month (Excluding Saturdays)				Total No of working days during the month				

# Staff Attendance Register

FOR THE MONTH OF December, 2025

Name: <u>Asraf Ali</u>			Name: <u>Shamim Ahamed</u>			Name: <u>Rahmanul Hoque</u>			Name: <u>Surbis K. Roy</u>			Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure		Initials
1			AB	9:54	4:00	Shamim	10:00	4:00	Rh.	10:00	4:00	Rh.	
2	9:55	4:00	Sh.	10:35	4:00	Shamim	9:40	4:00	Rh.	10:00	4:00	Rh.	
3	10:15	4:00	Sh.	9:52	4:00	Shamim	10:27	4:00	Rh.	10:05	4:00	Rh.	
4	10:01	4:00	Sh.	9:59	4:00	Shamim	10:00	4:00	Rh.	9:56	4:00	Rh.	
5	9:54	4:00	Sh.	10:10	4:00	Shamim			CL	10:05	4:00	Rh.	
6	9:50	4:00	Sh.	10:11	4:00	Shamim	10:00	4:00	Rh.	9:50	4:00	Rh.	
7			D			A						Y	
8	9:50	4:00	Sh.	10:00	4:00	Shamim	10:00	4:00	Rh.	O	N	DUTY	
9	10:2	4:00	Sh.	10:2	4:00	Shamim	10:20	4:10	Rh.	O	N	DUTY	
10	9:15	4:00	Sh.	9:32	5:00	Shamim	9:25	4:00	Rh.	10:27	4:00	Rh.	
11	O F - P - P O G - R A - M M E												
12	9:48	4:00	Sh.	9:47	4:00	Shamim	9:50	4:00	Rh.	9:50	4:00	Rh.	
13			CL	9:45	4:00	Shamim	10:00	4:00	Rh.	9:59	4:00	Rh.	
14			D			A						Y	
15			AB	10:00	4:00	Shamim	10:17	4:00	Rh.	10:05	4:00	Rh.	
16			AB	10:01	4:00	Shamim	10:00	4:00	Rh.			CL	
17			AB	10:00	4:00	Shamim	10:03	4:00	Rh.	10:04	4:00	Rh.	
18			AB	9:59	4:00	Shamim	10:00	4:00	Rh.	9:58	4:00	Rh.	
19	10:00	4:00	Sh.	10:00	4:00	Shamim	10:18	4:00	Rh.	10:05	4:00	Rh.	
20	9:50	4:00	Sh.	9:38	4:00	Shamim	9:42	4:00	Rh.	9:40	4:00	Rh.	
21			D			A						Y	
22	9:50	4:00	A.	9:39	4:00	Shamim	9:50	4:00	Rh.	10:10	4:00	Rh.	
23	9:35	4:00	A.	10:00	4:00	Shamim	9:16	4:00	Rh.	10:00	4:00	Rh.	
24	F - S P - O R T - S												
25			T			M			A			S	
26	9:56	4:00	A.	10:14	4:00	Shamim	9:50	4:00	Rh.	10:00	4:00	Rh.	
27	9:50	4:00	A.	10:16		Shamim	10:10	4:00	Rh.	10:00	4:00	Rh.	
28			D			A						Y	
29	9:50	4:00	A.			CL	9:58	4:00	Rh.	10:02	4:00	Rh.	
30	9:40	4:00	A.			CL			CL	10:00	4:00	Rh.	
31	9:49	4:00	A.			CL	9:58		Rh.	10:00		Rh.	

Total													
	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current			
LEAVE	Casual	13	01	03	03	10	0	04	01				
	Sick	07				04	0	01					
	Special												
	Leave without pay		05										
	No of full holidays during the month (Excluding Sundays)				No of half holidays during the month (Excluding Saturdays)				Total No of working days during the month				

# Staff Attendance Register

FOR THE MONTH OF December 25

Name: Jayadratha Sankar			Name: Md. Arshad Ali			Name: Utham Roy			Name: Borizendra K. Yadav			Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure		Initials
1	9:45	4:00	J.S	9:50	4:00	A	9:55	4:00	ufor	10:00	4:00	Bk Yadav	
2	9:50	4:00	J.S	9:52	4:00	A	9:55	4:00	ufor	9:57	4:00	Bk Yadav	
3	9:50	4:00	J.S	9:50	4:00	A	10:02	4:00	ufor	9:55	4:00	Bk Yadav	
4	9:50	4:00	J.S	9:50	4:00	A	9:55	4:00	ufor	10:00	4:00	Bk Yadav	
5	9:50	4:00	J.S	9:55	4:00	A	10:07	4:00	ufor	9:50	4:00	Bk Yadav	
6	9:50	4:00	J.S	9:50	4:00	A			AB	9:30	4:00	Bk Yadav	
7			S			U				N			
8			CL	9:55	4:00	A	9:58	4:00	ufor	9:50	4:00	Bk Yadav	
9			CL	9:52	4:00	A	9:55	4:00	ufor	9:55	4:00	Bk Yadav	
10	9:50	4:00	J.S	9:25	4:00	A	9:28	4:00	ufor	9:50	4:00	Bk Yadav	
11			A D			D I T			I O N A L			D A Y	
12	9:50	4:00	J.S	9:40	4:00	A	9:57	4:00	ufor	10:00	4:00	Bk Yadav	
13	9:40	4:00	J.S	9:57	4:00	A			AB	10:05	4:00	Bk Yadav	
14			S			U				N			
15	9:40	4:00	J.S			CL	10:00	4:00	ufor	9:50	4:00	Bk Yadav	
16	9:50	4:00	J.S	9:50	4:00	A	9:45	4:00	ufor			Bk Yadav	
17	9:50	4:00	J.S	9:52	4:00	A	9:55	4:00	ufor			Bk Yadav	
18	9:50	4:00	J.S	9:52	4:00	A	9:50	4:00	ufor			Bk Yadav	
19			CL	9:58	4:00	A	10:05	4:00	ufor			Bk Yadav	
20	9:50	4:00	J.S	9:25	4:00	A	9:28	4:00	ufor			Bk Yadav	
21			S			U				N			
22			CL	9:52	4:00	A	9:55	9:55	ufor	9:57	4:00	Bk Yadav	
23	9:30	4:00	J.S	9:31	4:00	A	9:23		ufor	10:00	4:00	Bk Yadav	
24			A D			D I T			I O N A L			D A Y	
25			C			H			R			I	S
26	9:50	4:00	J.S	10:00	4:00	A			AB	9:45	4:00	Bk Yadav	
27	10:05	4:00	J.S	9:50	4:00	A			AB	9:40	4:00	Bk Yadav	
28			S			U				N			
29	9:48	4:00	J.S	10:00	4:00	A	9:55	4:00	ufor	9:31		Bk Yadav	
30	9:50	4:00	J.S	9:35	4:00	A	10:05	4:00	ufor	9:30		Bk Yadav	
31	9:51	4:00	J.S	9:30	4:00	A	9:55	4:00	ufor				

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	10	04	06	01	19	00	04
Sick	08							
Special								
Leave without pay	03					04		

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month

# Staff Attendance Register

FOR THE MONTH OF December 25

Name: Bikash Porua			Name: Suresh Kr. Yadav			Name: Ashish Yadav			Name: Mahammad Salauddin			Initials of Head of the Office	
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure		Initials
1	9:40	4:00	B. Porua	10:00	4:00	SM	9:52	4:00	SM	9:55	4:00	M.S	
2	9:50	4:00	B. Porua	9:52	4:00	SM	9:51	4:00	SM	9:55	4:00	M.S	
3	9:50	4:00	B. Porua	9:31	4:00	SM	9:45	4:00	A.Y	9:55	4:00	M.S	
4	9:45	4:00	B. Porua	9:37	4:00	SM	9:55	4:00	A.Y	9:37	4:00	M.S	
5	9:35	4:00	B. Porua	9:45	4:00	SM	9:50	4:00	A.Y	9:50	4:00	M.S	
6	9:30	4:00	B. Porua			CL	9:50	4:00	A.Y	9:45	4:00	M.S	
7			D				A			Y			
8	9:35	4:00	B. Porua	9:49	4:00	SM	9:55	4:00	A.Y	9:50	4:00	M.S	
9	9:40	4:00	B. Porua	9:47	4:00	SM	9:52	4:00	A.Y	9:40	4:00	M.S	
10	9:35	4:00	B. Porua			CL	9:25	4:00	A.Y	9:40	4:00	M.S	
11			O F			P R			O G R			A M M	E
12	9:30	4:00	B. Porua	9:43	4:00	SM	9:50	4:00	A.Y	9:37	4:00	M.S	
13	9:30	4:00	B. Porua	9:34	4:00	SM	9:57	4:00	A.Y	9:45	4:00	M.S	
14			D				A			Y			
15	9:30	4:00	B. Porua	9:37	4:00	SM	9:50	4:00	A.Y	9:47	4:00	M.S	
16	9:35	4:00	B. Porua	9:32	4:00	SM	9:40	4:00	A.Y	9:30	4:00	M.S	
17	9:30	4:00	B. Porua	9:37	4:00	SM	9:50	4:00	A.Y	9:35	4:00	M.S	
18	9:40	4:00	B. Porua	9:45	4:00	SM	9:52	4:00	A.Y	9:55	4:00	M.S	
19	9:45	4:00	B. Porua	9:31	4:00	SM	9:58	4:00	A.Y	9:50	4:00	M.S	
20	9:50	4:00	B. Porua	9:36	4:00	SM	9:45	4:00	A.Y	9:45	4:00	M.S	
21			D				A			Y			
22	9:30	4:00	B. Porua	9:16	4:00	SM	9:55	4:00	A.Y	9:35	4:00	M.S	
23	9:55	4:00	B. Porua	9:19	4:00	SM	9:50	4:00	A.Y	9:40	4:00	M.S	
24			O F			S P			O R T			S	
25			T			M			A			S	
26	9:30	4:00	B. Porua	9:16	4:00	SM	9:30	4:00	A.Y	9:35	4:00	M.S	
27	9:58	4:00	B. Porua			CL	9:50	4:00	A.Y	9:40	4:00	M.S	
28			D				A			Y			
29	10:00	4:00	B. Porua	9:58	4:00	SM	9:50	4:00	A.Y	9:45	4:00	M.S	
30	10:00	4:00	B. Porua	9:53	4:00	SM	9:48	4:00	A.Y	9:35	4:00	M.S	
31	9:20	4:00	B. Porua	9:17	4:00	SM	9:50	4:00	A.Y	9:50	4:00	M.S	

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	09		08	03	00	00	05
Sick								
Special								
Leave without pay								

No of full holidays during the month (Excluding Sundays)      No of half holidays during the month (Excluding Saturdays)      Total No of working days during the month

# Staff Attendance Register

FOR THE MONTH OF.....December, 25

Name : <u>Md. Kutubuddin</u>				Name : <u>Sajal Ojha</u>			Name :			Name :			Initials of Head of the Office
Date	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	Arrival	Departure	Initials	
1	9:50	4:00	<del>KL</del>	9:50	4:00	S.Ojha							
2	9:55	4:00	<del>KL</del>	9:51	4:00	S.Ojha							
3	9:54	4:00	<del>KL</del>	9:41	4:00	S.Ojha							
4	9:56	4:00	<del>KL</del>	9:48	4:00	S.Ojha							
5	9:55	4:00	<del>KL</del>	9:51	4:00	S.Ojha							
6	9:50	4:00	<del>KL</del>	9:50	4:00	S.Ojha							
7	<del>-----</del>												
8	9:58	4:00	<del>KL</del>	9:50	4:00	S.Ojha							
9	9:59	4:00	<del>KL</del>	9:41	4:00	S.Ojha							
10	9:20	4:00	<del>KL</del>	9:30	4:00	S.Ojha							
11	A D D — I T I O — N A L DAY OF PR OGRAMME												
12	9:59	4:00	<del>KL</del>	9:30	4:00	S.Ojha							
13	9:58	4:00	<del>KL</del>	9:31	4:00	S.Ojha							
14	<del>-----</del>												
15	9:55	4:00	<del>KL</del>	9:30	4:00	S.Ojha							
16	9:59	4:00	<del>KL</del>	9:51	4:00	S.Ojha							
17	9:58	4:00	<del>KL</del>	9:40	4:00	S.Ojha							
18	9:55	4:00	<del>KL</del>	9:50	4:00	S.Ojha							
19	9:59	4:00	<del>KL</del>	9:30	4:00	S.Ojha							
20	9:50	4:00	<del>KL</del>	9:55	4:00	S.Ojha							
21	<del>-----</del>												
22	9:55	4:00	<del>KL</del>	9:51	4:00	S.Ojha							
23	9:25	4:00	<del>KL</del>	9:30	4:00	S.Ojha							
24	A D D — I T I O — N A L DAY OF SPORTS												
25	<del>-----</del>												
26	9:55	4:00	<del>KL</del>	9:30	4:00	S.Ojha							
27	9:58	4:00	<del>KL</del>	9:50	4:00	S.Ojha							
28	<del>-----</del>												
29	9:51	4:00	<del>KL</del>			CL							
30	9:50	4:00	<del>KL</del>			CL							
31	9:51	4:00	<del>KL</del>			CL							
Total													

Name :		
Date	Arrival	Departure
1		
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30		
31		
Total		

LEAVE	Previous	Current	Previous	Current	Previous	Current	Previous	Current
	Casual	05	00	09	03			
Sick								
Special								
Leave without pay								

LEAVE	Previous
	Casual
Sick	
Special	
Leave without pay	