

DATE : 01/02/2020

ABSENT REPORT

S.No	CODE	NAME	F/H NAME	DEPARTMENT	DESIGNATION	SHIFT
1	A0021	DEEPAK KUMAR	KUMAR LAL DAS	ACCOUNTS	SR ACCOUNTANT	GEN. SHIFT
2	A1393	KANHAIYA LAL	SARAJU PRASAD	ADMIN	SECURITY GUARD	GEN. SHIFT
3	A1394	PRAHLAD	RAMLAL	ADMIN	SECURITY GUARD	GEN. SHIFT
4	A1566	ANKUR KHARI	BHARAT KHARI	ADMIN	DRIVER	GEN. SHIFT
5	A1637	SANTOSH KUMAR JHA	RAM NARYAN JHA	STORE	SR. CHECKER	GEN. SHIFT
6	A1211	JAIVEER BAKSHI	JAGMOHAN SINGH BAKSHI	CORPORATE SOCIAL RESPONSIBL	CSR MANAGER	GEN. SHIFT
7	A1622	DISHA JAIN	NAVIN JAIN	DESIGNING	ASSIT. MERCHANDISER CUM D	GEN. SHIFT
8	A1597	WAZID ALI	MANAGER MIKAN	MAINTANANCE	M/MECHANIC	GEN. SHIFT
9	A1237	SHIV SHANKAR	ARJUN LAL	PRODUCTION	TAILOR	GEN. SHIFT
10	A1444	GEETA	HARIKESH	PRODUCTION	TAILOR	GEN. SHIFT
11	A1505	SHANKAR KUMAR CHAUDHARY	ABHESH CHAUDHARY	PRODUCTION	HELPER	GEN. SHIFT
12	A1577	GYAN CHANDRA	ALOPINATH	PRODUCTION	TAILOR	GEN. SHIFT
13	A1583	AJAY KUMAR	DUKHI	PRODUCTION	TAILOR	GEN. SHIFT
14	A0990	KAMAL KUMAR	BRAJ MOHAN SHARMA	STORE	HELPER	GEN. SHIFT

CANNOT BE USED AS LEGAL DOCUMENT  
SCANNED AS DOCUMENT

DATE : 01/02/2020

**Late Arrival Report**

Sl. No	CODE	NAME	FATHER/ HUSBAND NAME	DEPARTMENT	DESIGNATION	SHIFT IN TM	IN TIME	LATE IN
1	A0631	PINKI DEVI	RANJEET SINGH	PRODUCTION	TAILOR	09:30	09:33	00:03
2	A0656	PRAMOD KUMAR SHUKLA	SHYAM LAL SHUKLA	PRODUCTION	Q.A.INCHARGE	09:30	09:34	00:04
3	A0659	SUBHASH YADAV	NARESH KUMAR	PRODUCTION	MIS EXECUTIVE	09:30	09:45	00:15
4	A1336	SUNIL	ANANDI	PRODUCTION	TAILOR	09:30	09:35	00:05
5	A1386	MD SHAMSUDDIN	MD MOHI UDDIN	PRODUCTION	TAILOR	09:30	09:31	00:01
6	A1392	SHASHI PRBHA TIVARI	ASHISH KUMAR TIVARI	PRODUCTION	TAILOR	09:30	09:34	00:04
7	A1559	DHARMENDRA KUMAR	SHESHNATH PRASAD	PRODUCTION	PRESS MAN	09:30	09:33	00:03
8	A1600	NAR SINGH LAL	DEV NANRAJAN	PRODUCTION	RECORD KEEPER	09:30	09:49	00:19
9	A1607	SUBHASH GIRI	RADHEY SHYAM GIRI	PRODUCTION	SUPERVISOR	09:30	09:31	00:01
10	A1612	ARUN KUMAR JHA	SHIVACHANDER JHA	PRODUCTION	MEASUREMENT-CHECK	09:30	09:34	00:04

CANNOT BE USED AS SPECIMEN COPY DOCUMENT

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

DATE : 02/01/2020

**EARLY GOING REPORT**

S.No	CODE	NAME	FATHER/ HUSBAND NAME	DEPARTMENT	DESIGNATION	Shift End TM	Out Time	Early Time
1	A0259	CHANDAN KUMAR	SATAYA NARAYAN SINGH	ACCOUNTS	ACCOUNTANT	18:00	13:59	04:01
2	VMB03271	MANJU	OMPRAKASH	FINISHING	T/C	18:00	13:54	04:06
3	A0645	AVADH KISHOR	ARJUN PRASAD	STITCHING 6	MEASUREMENT-CH	18:00	13:01	04:59
4	A1054	CHUNNOOLAL	RAM GOPAL	STITCHING 6	TAILOR	18:00	13:09	04:51
5	A0790	SUNNY KUMAR	DILIP SINGH	PRINTING-VASTRAJET	JR. OPERATOR	14:00	17:56	00:26
6	A1167	RANJAN KUMAR SINGH	LALAN SINGH	PRODUCTION	TAILOR	18:00	13:00	05:00
7	A0395	SUNIL KUMAR	JAIVEER SINGH	REACTIVE PRINTING	JR. OPERATOR	14:00	17:52	00:23
8	BVH000076	SHEEKHA	VINOD KUMAR	STICHING 1	HELPER	18:00	13:46	04:14
9	A0030	DHANANJAY KUMAR YADAV	BAIJNATH YADAV	STORE	STORE EXECUTIVE	18:00	16:14	01:46
10	A0050	DHARVENDRA UPADHYAY	RAM NIVASH SHRAMA	SUB. PRINTING	PRINTING CO-ORDII	14:00	18:07	01:10
11	BVQ000047	ANJESH KUMAR SRIVASTAV	SURENDRA PRASAD	NEW FINISHING	CHECKER	18:00	13:26	04:34
12	BAK-232	MRITYUNJAYA	ONKARNATH	CUTTING	RE-CUTTER	18:00	12:58	05:02

CANNOT BE USED AS LEGAL DOCUMENT

DATE : 03/01/2020

Mispunch Report

S.No	CODE	NAME	FATHER/ HUSBAND NAME	DEPARTMENT	DESIGNATION	IN TIME	OUT TIME	SHIFT
1	75001541	KAMARUZZAMA	SALIM UDDIN	SAMPLING	LINE SUPERVISOR	09:30	__:_	G
2	A0156	RAJESH KUMAR SINGH	DIILIP SINGH	PRINTING VASTRAJET	PRINTING CO-ORDIN	10:12	__:_	G
3	A0887	RAJ KUMAR	BIRJLAL	STORE	STORE EXECUTIVE	19:17	__:_	G
4	A1150	MONIPRIYA GUPTA	ANIL GUPTA	HAND EMB SAMPLING	DESIGNER	09:52	__:_	G
5	A1323	MANISH YADAV	JAIPAL YADAV	ADMIN	FIELD BOY	10:21	__:_	G

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

DATE : 01/02/2020

**Daily In & Out Report**

S.No	CODE	NAME	FATHER/ HUSBAND NAME	DEPARTMENT	DESIGNATION	IN TIME	OUT TIME	STA- TUS
1	A0570	AJIM ANSARI	MOSAHEB ANSARI	PRODUCTION	TAILOR	09:23	19:56	PP
2	A0576	BHOLI THAKUR	VIRENDRA THAKUR	PRODUCTION	TAILOR	09:23	19:56	PP
3	A0631	PINKI DEVI	RANJEET SINGH	PRODUCTION	TAILOR	09:33	19:55	PP
4	A0656	PRAMOD KUMAR SHUKLA	SHYAM LAL SHUKLA	PRODUCTION	Q.A.INCHARGE	09:34	19:59	PP
5	A0659	SUBHASH YADAV	NARESH KUMAR	PRODUCTION	MIS EXECUTIVE	09:45	18:15	PP
6	A0691	SALIM	MOHAMMAD AZIZ	PRODUCTION	LINE SUPERVISOR	09:29	17:39	PP
7	A0769	SACHITANAND KUMAR	HARINANDAN BHAGAT	PRODUCTION	TAILOR	09:23	19:56	PP
8	A0803	UMMED SINGH	INDRA SINGH	PRODUCTION	TAILOR	09:20	19:56	PP
9	A0848	PINTU KUMAR	SURENDRA PRASAD GUPTA	PRODUCTION	TAILOR	09:27	19:57	PP
10	A1158	MAHESH KUMAR	RAJENDRA KUMAR	PRODUCTION	TAILOR	09:30	20:01	PP
11	A1302	SEEMA SINGH	KAMLESH KUMAR	PRODUCTION	TAILOR	09:30	19:55	PP
12	A1331	MD NIYAJ UDDIN	ABDUL JABBAR	PRODUCTION	TAILOR	09:27	19:57	PP
13	A1336	SUNIL	ANANDI	PRODUCTION	TAILOR	09:35	19:55	PP
14	A1349	VIVEK KUMAR SINGH	RAMESH KUMAR SINGH	PRODUCTION	PRODUCTION INCHA	09:30	23:00	PP
15	A1386	MD SHAMSUDDIN	MD MOHI UDDIN	PRODUCTION	TAILOR	09:31	19:57	PP
16	A1392	SHASHI PRBHA TIVARI	ASHISH KUMAR TIVARI	PRODUCTION	TAILOR	09:34	19:55	PP
17	A1415	MOHAMMAD SADDAM HUSA	SHAKIL AHMAD	PRODUCTION	TAILOR	09:23	19:57	PP
18	A1446	DHEERAJ KUMAR	SURENDRA PRASAD GUPTA	PRODUCTION	TAILOR	09:23	19:56	PP
19	A1463	SATTAR KHAN	BABU KHAN	PRODUCTION	TAILOR	09:20	19:57	PP
20	A1543	RAMESH KUMAR TIWARI	PREM SAGAR TIWARI	PRODUCTION	MEASUREMENT-CHE	09:25	23:00	PP
21	A1559	DHARMENDRA KUMAR	SHESHNATH PRASAD	PRODUCTION	PRESS MAN	09:33	19:57	PP
22	A1600	NAR SINGH LAL	DEV NANRAYAN	PRODUCTION	RECORD KEEPER	09:49	20:02	PP
23	A1607	SUBHASH GIRI	RADHEY SHYAM GIRI	PRODUCTION	SUPERVISOR	09:31	18:12	AP
24	A1612	ARUN KUMAR JHA	SHIVACHANDER JHA	PRODUCTION	MEASUREMENT-CHE	09:34	20:01	PP
25	A1617	RESHAMA	MO. YUNUS	PRODUCTION	TAILOR	09:23	19:55	PP

**Employee Monthly In & Out Report**

CODE **561513**      **SUNIL KUMAR**  
 DEP-SUBDEPT **HR-**

FATHER/HUSBAND NAME **HIRA NAND**  
 DESIGNATION **EXECUTIVE**

S.No	DATE	DAY OF WEEK	SHIFT	SHIFT_DESC	SHIFT TIMINGS		IN TIME	OUT TIME	WORK HOUR	EARLY IN	EARLY OUT	LATE IN	O.T. HRS	STATUS	
					IN TIME	OUT TIME									
1	01/01/2020	Wednesday	G	GEN. SHIFT	09:30	18:00	09:30	18:00	0:00	00:00	00:00	00:00	00:00	HH	
2	02/01/2020	Thursday	G	GEN. SHIFT	09:30	18:00	09:16	18:15	8:29	00:14	00:00	00:00	00:00	PP	
3	03/01/2020	Friday	G	GEN. SHIFT	09:30	18:00	09:41	18:40	8:29	00:00	00:00	00:11	00:00	PP	
4	04/01/2020	Saturday	G	GEN. SHIFT	09:30	18:00	09:23	18:07	8:14	00:07	00:00	00:00	00:00	PP	
5	05/01/2020	Sunday	G	GEN. SHIFT	09:30	18:00	___:___	___:___	0:00	00:00	00:00	00:00	00:00	WW	
6	06/01/2020	Monday	G	GEN. SHIFT	09:30	18:00	09:30	16:05	6:05	00:00	01:55	00:00	00:00	PP	
7	07/01/2020	Tuesday	G	GEN. SHIFT	09:30	18:00	11:14	19:05	7:21	00:00	00:00	01:44	00:00	PP	
8	08/01/2020	Wednesday	G	GEN. SHIFT	09:30	18:00	09:46	19:31	9:15	00:00	00:00	00:16	00:00	PP	
9	09/01/2020	Thursday	G	GEN. SHIFT	09:30	18:00	09:28	18:36	8:38	00:02	00:00	00:00	00:00	PP	
10	10/01/2020	Friday	G	GEN. SHIFT	09:30	18:00	09:18	18:07	8:19	00:12	00:00	00:00	00:00	PP	
11	11/01/2020	Saturday	G	GEN. SHIFT	09:30	18:00	09:30	18:06	8:06	00:00	00:00	00:00	00:00	PP	
12	12/01/2020	Sunday	G	GEN. SHIFT	09:30	18:00	___:___	___:___	0:00	00:00	00:00	00:00	00:00	WW	
13	13/01/2020	Monday	G	GEN. SHIFT	09:30	18:00	09:33	18:01	7:58	00:00	00:00	00:03	00:00	PP	
14	14/01/2020	Tuesday	G	GEN. SHIFT	09:30	18:00	09:52	18:04	7:42	00:00	00:00	00:22	00:00	PP	
15	15/01/2020	Wednesday	G	GEN. SHIFT	09:30	18:00	09:33	18:03	8:00	00:00	00:00	00:03	00:00	PP	
16	16/01/2020	Thursday	G	GEN. SHIFT	09:30	18:00	09:40	18:48	8:38	00:00	00:00	00:10	00:00	PP	
17	17/01/2020	Friday	G	GEN. SHIFT	09:30	18:00	09:46	18:04	7:48	00:00	00:00	00:16	00:00	PP	
18	18/01/2020	Saturday	G	GEN. SHIFT	09:30	18:00	09:34	18:00	7:56	00:00	00:00	00:04	00:00	PP	
19	19/01/2020	Sunday	G	GEN. SHIFT	09:30	18:00	___:___	___:___	0:00	00:00	00:00	00:00	00:00	WW	
20	20/01/2020	Monday	G	GEN. SHIFT	09:30	18:00	09:29	18:17	8:18	00:01	00:00	00:00	00:00	PP	
21	21/01/2020	Tuesday	G	GEN. SHIFT	09:30	18:00	09:30	18:11	8:11	00:00	00:00	00:00	00:00	PP	
22	22/01/2020	Wednesday	G	GEN. SHIFT	09:30	18:00	09:37	18:13	8:06	00:00	00:00	00:07	00:00	PP	
23	23/01/2020	Thursday	G	GEN. SHIFT	09:30	18:00	09:31	16:02	6:01	00:00	01:58	00:01	00:00	PP	
24	24/01/2020	Friday	G	GEN. SHIFT	09:30	18:00	09:40	18:15	8:05	00:00	00:00	00:10	00:00	PP	
25	25/01/2020	Saturday	G	GEN. SHIFT	09:30	18:00	09:34	18:09	8:05	00:00	00:00	00:04	00:00	PP	
26	26/01/2020	Sunday	G	GEN. SHIFT	09:30	18:00	___:___	___:___	0:00	00:00	00:00	00:00	00:00	HH	
27	27/01/2020	Monday	G	GEN. SHIFT	09:30	18:00	09:37	18:28	8:21	00:00	00:00	00:07	00:00	PP	
28	28/01/2020	Tuesday	G	GEN. SHIFT	09:30	18:00	09:30	18:06	8:06	00:00	00:00	00:00	00:00	PP	
29	29/01/2020	Wednesday	G	GEN. SHIFT	09:30	18:00	___:___	___:___	0:00	00:00	00:00	00:00	00:00	EE	
30	30/01/2020	Thursday	G	GEN. SHIFT	09:30	18:00	09:39	18:11	8:02	00:00	00:00	00:09	00:00	PP	
31	31/01/2020	Friday	G	GEN. SHIFT	09:30	18:00	09:30	13:40	4:10	00:00	04:20	00:00	00:00	PE	
<b>Pres.Days</b>	<b>24.5</b>	<b>Abs.Days</b>	<b>0.0</b>	<b>Leaves</b>	<b>1.5</b>	<b>W.Off + Holidays</b>			<b>5.0</b>	<b>Payable Days</b>		<b>31.00</b>	<b>O.T.Hrs</b>		<b>00:00</b>

Status Codes - A-ABSENT    P-PRESENT    W-WEEKLY OFF    H-HOLIDAY    C-C.L    E-E.L    S-S.L    O-COF    M-M.L    J-SP.LEAVE    D-O.D

**PERFORMANCE REPORT**

For the Period : January , 2020

**R.K.COMPUTER NEEDS**

**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

S.No / Code / Card No		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	Totals		
EmpName / F/H Name		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	OT.Hrs		
Department/Designation																																	Days		
S.No # 1 561513 SUNIL KUMAR HIRA NAND HR EXECUTIVE	In	:_	09:16	09:41	09:23	:_	09:30	11:14	09:46	09:28	09:18	09:30	:_	09:33	09:52	09:33	09:40	09:46	09:34	:_	09:29	09:30	09:37	09:31	09:40	09:34	:_	09:37	09:30	:_	09:39	09:30	0.00 28.00		
	Out	:_	18:15	18:40	18:07	:_	16:05	19:05	19:31	18:36	18:07	18:06	:_	18:01	18:04	18:03	18:48	18:04	18:00	:_	18:17	18:11	18:13	16:02	18:15	18:09	:_	18:28	18:06	:_	18:11	13:40			
	Work.Hrs	-	08:29	08:29	08:14	-	06:05	07:21	09:15	08:38	08:19	08:06	-	07:58	07:42	08:00	08:38	07:48	07:55	-	08:18	08:11	08:06	06:01	08:05	08:05	-	08:21	08:06	-	08:02	04:10			
	Late In	-	-	00:11	-	-	-	01:44	00:16	-	-	-	-	-	00:03	00:22	00:03	00:10	00:16	00:04	-	-	-	00:07	00:01	00:10	00:04	-	-	-	-	00:09		-	
	Early Out	-	-	-	-	-	01:55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	01:58	-	-	-	-	-	-	-	-		04:20	
	O.T.Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	0.00
Status	HH	PP	PP	PP	WW	PP	PP	PP	PP	PP	PP	PP	WW	PP	PP	PP	PP	PP	PP	WW	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PE	28.00		
S.No # 2 561514 AWINASH KUMAR JHA ASHOK KUMAR JHA CUTTING RECORD KEEPER	In	:_	09:46	09:32	09:26	:_	09:37	09:36	10:00	09:33	09:36	09:21	:_	09:29	09:36	09:38	09:31	09:42	09:47	:_	:_	09:36	09:32	09:34	09:40	09:29	:_	09:21	09:36	09:39	09:25	09:33	58.50 28.00		
	Out	:_	18:16	19:59	20:01	:_	20:59	21:03	20:57	19:59	19:59	18:21	:_	19:00	19:59	20:01	20:01	00:59	19:59	:_	:_	20:00	00:57	20:01	20:02	20:05	:_	20:01	20:58	20:58	19:59	20:00			
	Work.Hrs	-	08:00	09:57	10:05	-	10:52	10:57	10:27	09:56	09:53	08:30	-	09:01	09:53	09:53	10:00	14:47	09:42	-	-	09:54	14:55	09:57	09:52	10:06	-	10:10	10:52	10:49	10:04	09:57			
	Late In	-	00:16	00:02	-	-	00:07	00:06	00:30	00:03	00:06	-	-	-	00:06	00:08	00:01	00:12	00:17	-	-	00:06	00:02	00:04	00:10	-	-	-	00:06	00:09	-	00:03		-	
	Early Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
	O.T.Hours	-	-00.50	02.00	02.00	-	03.00	03.00	02.50	02.00	02.00	-	-	-	01.00	02.00	02.00	02.00	07.00	01.50	-	-	02.00	07.00	02.00	02.00	02.00	-	02.00	03.00	03.00	02.00		02.00	58.50
Status	HH	PP	PP	PP	WW	PP	PP	PP	PP	PP	PP	PP	WW	PP	PP	PP	PP	PP	PP	WW	EE	PP	PP	PP	PP	PP	HH	PP	PP	PP	PP	PP	28.00		

<b>Total No.of Employees</b>	<b>2</b>	<b>Total Working Day:</b>	<b>49.50</b>	<b>Total EL Days</b>	<b>2.50</b>
<b>Total Paid Days</b>	<b>56.00</b>	<b>Total Weekly Off</b>	<b>6.00</b>	<b>Total CL Days</b>	<b>0.00</b>
<b>Total O.T Hours</b>	<b>58.50</b>	<b>Total Holidays</b>	<b>4.00</b>	<b>Total SL Days</b>	<b>0.00</b>

CANNOT BE USED AS A LEGAL DOCUMENT





# ABSENT SUMMARY

For the Period : January , 2020

## R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

S.No	Code	Employee Name	Department	Designation	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	Totals Days		
1	A0656	PRAMOD KUMAR SHUKLA	PRODUCTION	Q.A.INCHARGE								AA														AA	AA	AA		AA	AA						6.00	
2	A0848	PINTU KUMAR	PRODUCTION	TAILOR				AA		AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA			AA															13.00
3	A1167	RANJAN KUMAR SINGH	PRODUCTION	TAILOR		PA																															0.50	
4	A1237	SHIV SHANKAR	PRODUCTION	TAILOR																																	9.50	
5	A1302	SEEMA SINGH	PRODUCTION	TAILOR													AA	AA																			2.00	
6	A1444	GEETA	PRODUCTION	TAILOR								AA							AA	AA	AA		AA	AA	AA	AA	AA	AA		AA	AA	AA	AA	AA	AA	AA	15.00	
7	A1505	SHANKAR KUMAR CHAUI	PRODUCTION	HELPER																															AA	1.00		
8	A1577	GYAN CHANDRA	PRODUCTION	TAILOR		AA									PA					AA	AA	AA		AA	AA	AA	AA	AA		AA	AA	AA	AA	AA	AA	15.50		
9	A1583	AJAY KUMAR	PRODUCTION	TAILOR								AA																			AA	AA	AA	AA	AA	6.00		
10	A1586	MOHD AZHRUDEEN	PRODUCTION	TAILOR										AA											AA											3.00		

<b>Total No.of Employees</b>	<b>10</b>	<b>Total Working Days</b>	<b>132.50</b>	<b>Total EL Days</b>	<b>25.00</b>
<b>Total Paid Days</b>	<b>71.50</b>	<b>Total Weekly Off</b>	<b>25.00</b>	<b>Total CL Days</b>	<b>0.00</b>
<b>Total O.T Hours</b>	<b>271.50</b>	<b>Total Holidays</b>	<b>18.00</b>	<b>Total SL Days</b>	<b>0.00</b>

CANNOT BE USED AS LEGAL DOCUMENT

# LATE ARRIVAL SUMMARY

For the Period : January , 2020

## R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

BELOW FIGURES ARE LATE ARRIVAL IN MINUTES

S.No	Code	Employee Name	Department	Designation	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	Totals Days
1	A0570	AJIM ANSARI	PRODUCTION	TAILOR	-	-	-	-	-	-	1	11	-	9	-	-	-	1	-	-	-	-	8	6	-	-	2	-	-	3	1	-	-	-	9.00	
2	A0576	BHOLI THAKUR	PRODUCTION	TAILOR	-	-	-	-	-	-	1	39	-	9	-	-	-	1	-	-	-	-	8	6	1	-	2	-	-	4	1	-	-	-	10.00	
3	A0631	PINKI DEVI	PRODUCTION	TAILOR	-	-	-	1	-	-	-	24	4	4	5	-	2	-	7	-	2	3	-	8	2	1	-	3	-	-	5	5	-	-	15.00	
4	A0656	PRAMOD KUMAR SHUKLA	PRODUCTION	Q.A.INCHARGE	-	48	10	12	-	21	-	-	7	21	13	-	9	25	24	9	31	15	-	21	23	13	-	-	-	-	-	14	10	29	19.00	
5	A0659	SUBHASH YADAV	PRODUCTION	MIS EXECUTIVE	-	-	13	18	-	6	21	30	15	24	-	11	18	-	30	14	16	-	-	1	17	29	4	24	-	25	15	27	-	8	21.00	
6	A0691	SALIM	PRODUCTION	LINE SUPERVISOR	-	2	6	9	-	11	5	25	9	17	1	-	5	6	8	6	5	37	-	6	6	6	4	10	-	5	-	9	5	7	24.00	
7	A0769	SACHITANAND KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	63	-	5	-	-	-	1	-	-	-	-	8	5	1	-	2	-	-	4	1	-	-	-	9.00	
8	A0803	UMMED SINGH	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
9	A0848	PINTU KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	5	-	-	3	-	-	3	-	-	-	-	4.00	
10	A1158	MAHESH KUMAR	PRODUCTION	TAILOR	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	1	4	1	-	-	5	-	-	-	1	-	-	7.00		
11	A1167	RANJAN KUMAR SINGH	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1.00		
12	A1237	SHIV SHANKAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
13	A1302	SEEMA SINGH	PRODUCTION	TAILOR	-	1	9	8	-	14	2	8	-	-	-	-	-	-	-	11	4	7	10	10	11	12	2	5	-	-	2	-	4	2	18.00	
14	A1331	MD NIYAJ UDDIN	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	4	-	-	-	1	-	-	-	-	3.00	
15	A1336	SUNIL	PRODUCTION	TAILOR	-	6	-	6	-	1	4	7	7	-	5	-	5	3	3	1	12	4	29	6	6	6	9	32	6	-	6	4	8	6	230	25.00
16	A1349	VIVEK KUMAR SINGH	PRODUCTION	PRODUCTION INCH	-	-	-	30	-	10	-	-	-	-	-	40	10	-	-	10	-	30	-	-	5	-	10	-	-	-	-	-	10	-	9.00	
17	A1386	MD SHAMSUDDIN	PRODUCTION	TAILOR	-	5	2	-	-	-	2	3	-	-	-	-	-	-	-	-	-	-	-	1	1	238	-	-	-	1	1	-	-	4	10.00	
18	A1392	SHASHI PRBHA TIVARI	PRODUCTION	TAILOR	-	3	5	4	-	6	5	14	4	8	8	-	5	8	8	13	5	8	10	-	2	5	4	10	-	7	9	7	6	7	25.00	
19	A1415	MOHAMMAD SADDAM HUSAIN	PRODUCTION	TAILOR	-	-	-	-	-	-	2	39	-	10	-	-	-	-	-	-	-	-	7	5	1	-	-	-	4	1	-	-	-	-	8.00	
20	A1444	GEETA	PRODUCTION	TAILOR	-	-	-	-	-	14	1	-	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	
21	A1446	DHEERAJ KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	39	17	9	-	-	-	1	-	-	-	-	8	6	1	-	2	-	-	4	1	-	-	-	10.00	
22	A1463	SATTAR KHAN	PRODUCTION	TAILOR	-	-	-	-	-	-	-	13	-	-	-	-	-	-	-	-	-	-	205	-	-	3	-	-	-	-	-	-	-	-	-	3.00
23	A1505	SHANKAR KUMAR CHAUDHARY	PRODUCTION	HELPER	-	3	5	2	-	8	-	17	6	5	6	-	8	7	-	9	10	8	-	7	7	-	-	-	-	-	-	-	-	-	15.00	
24	A1543	RAMESH KUMAR TIWARI	PRODUCTION	MEASUREMENT-CHECKER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00
25	A1559	DHARMENDRA KUMAR	PRODUCTION	PRESS MAN	-	4	-	-	-	-	1	14	8	4	3	-	4	8	4	2	12	4	5	4	15	7	6	5	2	-	1	9	8	6	9	24.00
26	A1577	GYAN CHANDRA	PRODUCTION	TAILOR	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
27	A1583	AJAY KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	1	1	-	-	-	-	-	1	-	4	-	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	6.00
28	A1586	MOHD AZHRUDEEN	PRODUCTION	TAILOR	-	-	-	-	-	-	-	39	-	-	-	-	-	1	-	-	-	-	7	5	1	-	-	-	-	-	-	-	-	-	-	5.00
29	A1600	NAR SINGH LAL	PRODUCTION	RECORD KEEPER	-	-	6	-	-	-	7	-	12	10	2	-	10	-	-	-	32	32	26	8	6	8	3	10	6	-	9	12	-	8	8	19.00
30	A1607	SUBHASH GIRI	PRODUCTION	SUPERVISOR	-	55	-	16	-	-	38	61	-	39	30	60	79	-	-	64	-	19	300	39	-	22	2	9	28	-	13	36	53	12	17	21.00
31	A1612	ARUN KUMAR JHA	PRODUCTION	MEASUREMENT-CHECKER	-	3	7	1	-	7	1	24	7	1	-	-	9	6	10	-	6	4	2	5	4	7	4	9	7	-	8	5	7	2	9	25.00
32	A1617	RESHAMA	PRODUCTION	TAILOR	-	-	-	-	-	-	1	50	-	9	-	-	-	1	-	-	-	-	7	5	-	-	1	-	-	3	-	-	-	-	8.00	

# EARLY GOING SUMMARY

For the Period : January , 2020

# R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

BELOW FIGURES ARE EARLY GOING IN MINUTES

S.No	Code	Employee Name	Department	Designation	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	Totals Days	
1	A0570	AJIM ANSARI	PRODUCTION	TAILOR	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	
2	A0576	BHOLI THAKUR	PRODUCTION	TAILOR	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
3	A0631	PINKI DEVI	PRODUCTION	TAILOR	-	5	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	125	-	-	-	-	-	-	-	-	-	-	-	-	3.00	
4	A0656	PRAMOD KUMAR SHUKLA	PRODUCTION	Q.A.INCHARGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
5	A0659	SUBHASH YADAV	PRODUCTION	MIS EXECUTIVE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	233	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
6	A0691	SALIM	PRODUCTION	LINE SUPERVISOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
7	A0769	SACHITANAND KUMAR	PRODUCTION	TAILOR	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	123	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
8	A0803	UMMED SINGH	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	123	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
9	A0848	PINTU KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
10	A1158	MAHESH KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
11	A1167	RANJAN KUMAR SINGH	PRODUCTION	TAILOR	-	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
12	A1237	SHIV SHANKAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	252	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
13	A1302	SEEMA SINGH	PRODUCTION	TAILOR	-	6	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	121	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00
14	A1331	MD NIYAJ UDDIN	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
15	A1336	SUNIL	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121	-	-	-	-	-	108	-	-	-	-	-	-	-	2.00
16	A1349	VIVEK KUMAR SINGH	PRODUCTION	PRODUCTION INCH	-	-	-	-	120	-	-	-	-	-	-	180	-	-	-	-	-	-	180	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00
17	A1386	MD SHAMSUDDIN	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
18	A1392	SHASHI PRBHA TIVARI	PRODUCTION	TAILOR	-	5	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	125	-	-	-	5	-	-	-	-	-	-	-	-	-	4.00
19	A1415	MOHAMMAD SADDAM HUSAIN	PRODUCTION	TAILOR	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121	-	411	-	-	-	-	-	-	-	-	-	-	-	3.00
20	A1444	GEETA	PRODUCTION	TAILOR	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
21	A1446	DHEERAJ KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	299	-	-	-	-	1.00	
22	A1463	SATTAR KHAN	PRODUCTION	TAILOR	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	
23	A1505	SHANKAR KUMAR CHAUDHARY	PRODUCTION	HELPER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
24	A1543	RAMESH KUMAR TIWARI	PRODUCTION	MEASUREMENT-CHECKER	120	-	-	-	60	-	-	-	-	-	-	120	-	-	-	-	-	-	60	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00
25	A1559	DHARMENDRA KUMAR	PRODUCTION	PRESS MAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	118	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
26	A1577	GYAN CHANDRA	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
27	A1583	AJAY KUMAR	PRODUCTION	TAILOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
28	A1586	MOHD AZHRUDEEN	PRODUCTION	TAILOR	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	343	-	-	-	-	-	-	-	-	-	1	3.00
29	A1600	NAR SINGH LAL	PRODUCTION	RECORD KEEPER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	118	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
30	A1607	SUBHASH GIRI	PRODUCTION	SUPERVISOR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
31	A1612	ARUN KUMAR JHA	PRODUCTION	MEASUREMENT-CHECKER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	119	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
32	A1617	RESHAMA	PRODUCTION	TAILOR	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00

CANNOT BE USED AS LEGAL DOCUMENT

DATE : 12/02/2020

**DAILY PRESENCE STATUS REPORT WITH CUMULATIVE STATUS**

S.No	EmpCode	NAME	FATHER/HUSBAND NAME	DEPARTMENT	DESIGNATION	STATUS Today	Cumulative Figures This Month Till Date					
							W.Days	Leaves	HDyWO	Absent	Payable	O.T
1	561513	SUNIL KUMAR	HIRA NAND	HR	EXECUTIVE	PP	6.50	0.00	2.00	1.00	8.50	0.00
2	561514	AWINASH KUMAR JHA	ASHOK KUMAR JHA	CUTTING	RECORD KEEPER	PP	9.00	0.00	2.00	1.00	11.00	18.50
3	A0016	RAM KRISHAN YADAV	CHANDRIKA YADAV	MAINTANANCE	MAINTANANCE SUPERVISOR	PP	8.00	0.00	2.00	0.00	10.00	0.00
4	A0017	BHURE LAL	JAGAN LAL	ADMIN	PEON	PP	10.00	0.00	2.00	0.00	12.00	19.50
5	A0021	DEEPAK KUMAR	KUMAR LAL DAS	ACCOUNTS	SR ACCOUNTANT	AP	7.50	0.00	2.00	1.00	9.50	0.00
6	A0025	SUMAN NAGPAL	BHAGWAN DASS	DESIGNING	HEAD DESIGNER	PP	4.00	0.00	1.00	6.00	5.00	0.00
7	A0029	MD HANZALAH	MOHAMMAD OZAIR	DESIGNING	DESIGNER	AP	7.50	0.00	2.00	1.00	9.50	0.00
8	A0030	DHANANJAY KUMAR YADAV	BAIJNATH YADAV	STORE	STORE EXECUTIVE	AP	5.50	0.00	2.00	0.00	7.50	0.00
9	A0031	MANAN YADAV	CHANDRIKA	STORE	STORE KEEPER	PP	10.00	0.00	2.00	0.00	12.00	21.50
10	A0033	GOVIND SINGH BHADAURIA	RAMKISHOR SINGH BHADAURIA	IT	SYSTEM ADMINISTRATOR	AP	7.50	0.00	2.00	1.00	9.50	0.00
11	A0058	MOHAMMAD GYASUDDIN	SAMSUDDIN SHEKH	CAD	PATTERN MASTER	PP	6.50	1.00	2.00	1.00	9.50	0.00
12	A0069	SAROJ KUMAR PATTNAIK	PADMANVA PATTNAIK	DESIGNING	ARTIST	AP	8.50	0.00	2.00	0.00	10.50	0.00
13	A0124	RAVINDER KUMAR	CHAUTHI RAM	DESIGNING	DESIGNER	AP	7.00	0.00	2.00	1.00	9.00	0.00

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

S.No	EMP CODE	NAME OF EMPLOYEE	DESIGNATION	GROSS SALARY		PAY DAYS		CALCULATED SALARY		DEDUCTIONS			NET PAID	EMP. SIGNATURE WITH REVENUE STAMP / BANK A/C. NO.
				BASIC	L.T.A	E.L	W.DAYS	BASIC	L.T.A	P.F.	LOAN			
	CARD NO.	FATHER'S NAME	UAN NO	H.R.A	C.C.A	C.L	W.OFF	H.R.A	C.C.A	E.S.I.	OTH.DED			
		DOJ	INSURANCE NO.	CONV.		S.L	H.DAYS	CONV.	PROD.INC	LWF.AMT	LIC			
				MEDICAL		M.L	TOT.DAYS	MEDICAL	OT.AMT	ADVANCE	MEDICLM			
				PERF.ALW	TOTAL	SPL	OT.HRS	PERF.ALW	TOTAL	TDS	TOTAL			
1	561513	SUNIL KUMAR	EXECUTIVE	15500	0	1.50	24.50	15500	0	0	0.00			
	561513	HIRA NAND		7750	0	0.00	3.00	7750	0	0	0.00			
		02/05/2019		750		0.00	2.00	750	0	25	0.00			
				0		0.00	31.00	0	0	2500	0.00			
				0	24000	0.00	0.00	0	24000	0	2525		21475	PAID THRU HDFC A/C No. 50100337795342 IFSC Code HDFC0000485
<b>TOTAL</b>					24000				24000		2525		21475	
2	561514	AWINASH KUMAR JHA	RECORD KEEPER	10450	0	1.00	25.00	10450	0	1254	0.00			
	561514	ASHOK KUMAR JHA		1574	0	0.00	3.00	1574	0	105	0.00			
		10/05/2019	6923986273	0		0.00	2.00	0	0	25	0.00			
				0		0.00	31.00	0	1904	0	0.00			
				0	12024	0.00	16.50	0	15399	0	1384		14015	PAID THRU HDFC A/C No. 50100023610777 IFSC Code HDFC0000483
<b>TOTAL</b>					12024				15399		1384		14015	
<b>GRAND TOTALS</b>				25950	0	2.50	49.50	25950	0	1254	0.00		35490	
				9324	0	0.00	6.00	9324	0	105	0.00			
				750		0.00	4.00	750	0	50	0.00			
				0		0.00	62.00	0	1904	2500	0.00			
				0	36024	0.00	16.50	0	39399	0	3909			

Employees covered under PF : 1 PF WAGES : 10450 Exempted No.of Emp. : 1 Exempted Wages : 15500  
 Employees Covered Under ESI : 1 ESI WAGES : 15399 Exempted No.of Emp. : 1 Exempted Wages : 24000  
 Employees Covered Under LWF: 2 LWF AMOUNT : 50 No.of Employees with zoro Salary : 0  
 Total No.of Employees : 2

Prepared By \_\_\_\_\_ Verified By \_\_\_\_\_ Manager P & A \_\_\_\_\_ Approved By \_\_\_\_\_

For the Period : January, 2020

**OVER TIME REPORT**

S.NO	EMP.CODE CARD NO.	NAME OF EMPLOYEE FATHER/HUSBAND'S NAME	DEPARTMENT DESIGNATION	O.T HRS	Rate of Wages	O.T AMT	ESI	Payable Amount	Signature
1	561514 561514	AWINASH KUMAR JHA ASHOK KUMAR JHA	CUTTING RECORD KEEPER	16.50	12024	1904	0	1904	
2	A0017 17	BHURE LAL JAGAN LAL	ADMIN PEON	15.00	19000	1731	0	1731	
3	A0031 31	MANAN YADAV CHANDRIKA	STORE STORE KEEPER	14.00	20900	1615	0	1615	
4	A0233 233	ANIL KUMAR DEVENDRA PRASAD	FINISHING CHECKER	15.50	10524	1568	0	1568	
5	A0300 300	TAHIR ALAM SAFAYAT MIYA	CUTTING CUTTING MASTER	13.00	13018	1500	0	1500	
6	A0319 319	RAZI AHMAD AKRAMUDDIN	CUTTING CUTTING MASTER	16.50	13500	1904	0	1904	
7	A0403 403	SATENDRA KUMAR SURESH	DESIGNING JUNIOR DESIGNER	3.00	12950	346	0	346	
8	A0433 433	NURUDDIN ANSARI JAMALUDDIN SHAH	CUTTING CUTTER	8.00	12218	923	0	923	
9	A0442 442	MUKESH KUMAR SINGH JANESHWAR SINGH	CUTTING CUTTER	16.50	12018	1904	0	1904	
10	A0465 465	ARUN KUMAR MAHESH SAH	CUTTING CUTTER	16.00	12018	1846	0	1846	
11	A0494 494	SAPNA PRATAP	ADMIN SWEEPER	10.00	11800	1135	0	1135	
GRAND TOTAL				<b>144.00</b>		<b>16376</b>	<b>0</b>	<b>16376</b>	

## FORM XV [See rule 77 (1)(b)]

For the Period (वेतन स्लिप माह): January, 2020

Sl.No # 1

## PAY SLIP

## R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017



Emp.Code : 561513

Name : SUNIL KUMAR

E.S.I No. : 69000489700000199 /

Card No : 561513

Father/Husband Name : HIRA NAND

P.F.NO. : HR/GGN/31055 /

Department : HR

Designation : EXECUTIVE

UAN NO.:

Total Payble days		( सकल वेतन ) Gross Salary		( गनाना का गड़ वतन ) Calculated Salary		( कटौती ) Deductions	
E.L : 1.50	W.Days 24.50	Basic मूल वेतन 15500		Basic मूल वेतन 15500.00		P.F. ( क भ नि ) 0.00	
C.L : 0.00	W.Off 5.00	H.R. र का 7750		H.R. र का 7750.00		ESI (क.बचत बीमा) 0.00	
S.L : 0.00	Holidav 2.00	CONV. यातायात भ 750		CONV. यातायात भ 750.00		L.W.F एल डब्ल्यू एफ 25.00	
						ADVANCE अग्रिम 2500.00	
SPL : 0.00	O.T.Hrs.: 0.00	PERF.ALW 0		PERF.ALW 0.00		TDS ऋण 0.00	
Leave Balances		L.T.A एल ट 0		L.T.A एल ट 0.00		LOAN टाडीएस 0.00	
C.L :		C.C.A 0		C.C.A 0.00		OTH.DED अन्य कटौती 0.00	
E.L :				PROD.INC 0.00		LIC एल आई सी 0.00	
S.L :		O.T Rate/Hr.: 0.00		O.T.Amt. अतिरिक्त समय 0.00		MEDICLM मेडिकलेम 0.00	
TOTAL( योग ) 31.00		24000		24000.00		2525.00	
Net Pay ( कुल देय राशि ) :		PAID THRU HDFC A/C No. 50100537795342 IFSC Code HDFC0000485				21475.00	

Rs. TWENTY-ONE THOUSAND FOUR HUNDRED SEVENTY-FIVE Only

Software By : R.K.Computer Needs, New Delhi.

Phones : 011-29545246, 9899634324

Email : venkatesam@hotmail.com; info@rkcn.in

Website: www.rkcn.in

## FORM XV [See rule 77 (1)(b)]

For the Period (वेतन स्लिप माह): January, 2020

Sl.No # 2

## PAY SLIP

## R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017



Emp.Code : 561514

Name : AWINASH KUMAR JHA

E.S.I No. : 69000489700000199 / 69239862

Card No : 561514

Father/Husband Name : ASHOK KUMAR JHA

P.F.NO. : HR/GGN/31055 /

Department : CUTTING

Designation : RECORD KEEPER

UAN NO.: 100565733281

Total Payble days		( सकल वेतन ) Gross Salary		( गनाना का गड़ वतन ) Calculated Salary		( कटौती ) Deductions	
E.L : 1.00	W.Days 25.00	Basic मूल वेतन 10450		Basic मूल वेतन 10450.00		P.F. ( क भ नि ) 1254.00	
C.L : 0.00	W.Off 5.00	H.R. र का 1574		H.R. र का 1574.00		ESI (क.बचत बीमा) 105.00	
S.L : 0.00	Holidav 2.00	CONV. यातायात भ 0		CONV. यातायात भ 0.00		L.W.F एल डब्ल्यू एफ 25.00	
						ADVANCE अग्रिम 0.00	
SPL : 0.00	O.T.Hrs.: 16.50	PERF.ALW 0		PERF.ALW 0.00		TDS ऋण 0.00	
Leave Balances		L.T.A एल ट 0		L.T.A एल ट 0.00		LOAN टाडीएस 0.00	
C.L :		C.C.A 0		C.C.A 0.00		OTH.DED अन्य कटौती 0.00	
E.L :				PROD.INC 0.00		LIC एल आई सी 0.00	
S.L :		O.T Rate/Hr.: 115.62		O.T.Amt. अतिरिक्त समय 1904.00		MEDICLM मेडिकलेम 0.00	
TOTAL( योग ) 31.00		12024		13928.00		1384.00	
Net Pay ( कुल देय राशि ) :		PAID THRU HDFC A/C No. 50100023610777 IFSC Code HDFC0000483				12544.00	

Rs. TWELVE THOUSAND FIVE HUNDRED FORTY-FOUR Only

Software By : R.K.Computer Needs, New Delhi.

Phones : 011-29545246, 9899634324

Email : venkatesam@hotmail.com; info@rkcn.in

Website: www.rkcn.in

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**For the Month - January, 2020**

**DEDUCTIONS REPORT**

S.No	CODE	Name	Father/Husband Name	Department	Designation	ADVANCE	TDS	LOAN	OTH.DED	LIC	MEDICLM	TOTALS
1	561513	SUNIL KUMAR	HIRA NAND	HR	EXECUTIVE	2500	0	0	0	0	0	2500
2	A0017	BHURE LAL	JAGAN LAL	ADMIN	PEON	0	0	0	1194	0	0	1194
3	A0021	DEEPAK KUMAR	KUMAR LAL DAS	ACCOUNTS	SR ACCOUNTANT	2000	5500	0	0	0	0	7500
4	A0025	SUMAN NAGPAL	BHAGWAN DASS	DESIGNING	HEAD DESIGNER	0	54700	0	0	0	0	54700
5	A0029	MD HANZALAH	MOHAMMAD OZAIR	DESIGNING	DESIGNER	0	7250	0	0	0	0	7250
					<b>TOTALS</b>	<b>4500</b>	<b>67450</b>	<b>0</b>	<b>1194</b>	<b>0</b>	<b>0</b>	<b>73144</b>

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY



**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Period : January - 2020

**PAYMENT OF WAGES SHEET - DEPARTMENT SUMMARY**

SL NO	DEPARTMENT	NO.OF EMP.	NO.OF DAYS	ADDITIONS									DEDUCTIONS										NET PAID
				BASIC	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	PROD.INC	TOTAL	P.F.	E.S.I.	LWF.AMT	ADVANCE	TDS	LOAN	OTH.DED	LIC	MEDICLM	TOTAL	
1	ACCOUNTS	7	203	165480	80240	14600	7500	57630	38420	39330	0	403200	6960	128	175	9000	12650	0	2959	0	0	31872	371328
2	FINISHING	1	29	10450	74	0	0	0	0	0	0	10524	1254	91	25	0	0	0	0	0	0	1370	9154
3	MERCHANDISING	1	29	15500	1500	0	0	0	0	0	0	17000	0	128	25	0	0	0	0	0	0	153	16847
4	HAND EMBROIDERY	2	58	20025	5500	2100	1250	2650	2000	0	0	33525	2883	75	47	0	0	0	1275	0	0	4280	29245
5	HR	2	58	58700	29350	2850	1250	16200	10800	12850	0	132000	0	0	50	2500	5550	0	0	0	0	8100	123900
6	IT	2	55	35839	17919	3963	2359	12415	8750	6343	0	87598	1800	0	50	10000	2800	0	3600	0	0	18250	69348
7	IMPORTS & EXPORTS	4	116	64100	30000	6300	3750	15565	9960	8125	0	137800	3600	0	100	10000	2400	0	7568	0	0	23668	114132
8	MAINTANANCE	4	116	50775	19274	4200	2500	9175	4950	4075	0	94949	5937	183	100	4000	0	0	3312	0	0	13532	81417
9	MERCHANDISING	1	27	14594	7297	1965	1169	5473	3645	2339	0	36485	0	0	25	0	0	0	0	0	0	25	36460
10	MERCHANDISING AND OUTSOUF	5	135	73780	33077	7689	4577	21173	8468	6100	0	154864	3120	102	125	10000	5150	0	1200	0	0	19697	135167
11	MIS,COSTING,COMM	2	58	63900	32200	4200	2500	23440	15975	17035	0	159250	1800	0	50	0	14600	0	600	0	0	17050	142200
12	ADMIN	27	749	279783	54054	12650	6200	14755	8870	1675	808	378795	31695	2290	645	13600	0	0	6629	0	0	54859	323936
13	PRODUCTION	32	821	315435	30851	7994	4758	15944	9088	5468	0	389538	33106	2261	719	6000	0	0	3374	0	0	45460	344078
14	SAMPLING 2	1	29	11000	5500	2100	1250	1550	0	0	0	21400	1800	161	25	0	0	0	1112	0	0	3098	18302
15	HOUSE KEEPING	1	29	10450	3824	1750	0	0	0	0	0	16024	1464	135	25	5000	0	0	1253	0	0	7877	8147
16	STORE	14	402	191863	70970	19930	10761	36150	22870	17530	0	370083	13620	956	350	4314	0	0	12569	0	0	31809	338274
17	CAD	1	29	26080	13040	2100	1250	9780	6520	6430	0	65200	1800	0	25	0	2000	0	0	0	0	3825	61375
18	CORPORATE SOCIAL RESPONSIBIL	1	29	27000	13500	2100	1250	10125	6750	6775	0	67500	0	0	25	0	4100	0	0	0	0	4125	63375
19	CUTTING	17	430	161385	31036	8803	3649	7500	3498	1000	0	216871	18689	1205	379	4300	0	0	6566	0	0	31139	185732
20	DESIGNING	37	1020	745695	363819	66707	39115	230825	144017	132946	0	1723124	26414	770	925	20000	87800	0	8732	0	0	144641	1578483
21	EMBROIDERY SAMPLING	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTALS</b>		<b>163</b>	<b>4421</b>	<b>2341834</b>	<b>843034</b>	<b>172001</b>	<b>95088</b>	<b>490350</b>	<b>304594</b>	<b>268021</b>	<b>808</b>	<b>4515730</b>	<b>155942</b>	<b>8485</b>	<b>3890</b>	<b>98714</b>	<b>137050</b>	<b>0</b>	<b>60749</b>	<b>0</b>	<b>0</b>	<b>464830</b>	<b>4050900</b>

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**  
**PAYMENT OF WAGES SHEET - DESIGNATION SUMMARY**

For the Period : January - 2020

SL NO	DESIGNATION	NO.OF EMP.	NO.OF DAYS	ADDITIONS									DEDUCTIONS										NET PAID
				BASIC	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	PROD.INC	TOTAL	P.F.	E.S.I.	LWF.AMT	ADVANCE	TDS	LOAN	OTH.DED	LIC	MEDICLM	TOTAL	
1	MEASUREMENT-CHECKER	2	58	20900	448	0	0	0	0	0	0	21348	2508	185	50	0	0	0	0	0	0	2743	18605
2	HELPER	1	28	8734	0	0	0	0	0	0	0	8734	1048	73	22	0	0	0	0	0	0	1143	7591
3	LINE SUPERVISOR	1	29	11000	5500	2100	1250	2850	2000	2000	0	26700	1800	0	25	0	0	0	1280	0	0	3105	23595
4	MIS EXECUTIVE	1	29	10600	5300	2100	1250	1750	1000	0	0	22000	1800	0	25	5000	0	0	2094	0	0	8919	13081
5	PRESS MAN	1	29	10450	0	0	0	0	0	0	0	10450	1254	91	25	0	0	0	0	0	0	1370	9080
6	PRODUCTION INCHARGE	1	29	16000	8000	2100	1250	5175	1975	0	0	34500	0	0	25	0	0	0	0	0	0	25	34475
7	Q.A.INCHARGE	1	23	16452	8226	1694	1008	6169	4113	3468	0	41130	0	0	25	0	0	0	0	0	0	25	41105
8	RECORD KEEPER	1	29	10450	0	0	0	0	0	0	0	10450	1254	90	25	0	0	0	0	0	0	1369	9081
9	SUPERVISOR	1	29	15500	3000	0	0	0	0	0	0	18500	0	139	25	0	0	0	0	0	0	164	18336
10	TAILOR	22	538	195349	377	0	0	0	0	0	0	195726	23442	1683	472	1000	0	0	0	0	0	26597	169129
<b>GRAND TOTALS</b>		<b>32</b>	<b>821</b>	<b>315435</b>	<b>30851</b>	<b>7994</b>	<b>4758</b>	<b>15944</b>	<b>9088</b>	<b>5468</b>	<b>0</b>	<b>389538</b>	<b>33106</b>	<b>2261</b>	<b>719</b>	<b>6000</b>	<b>0</b>	<b>0</b>	<b>3374</b>	<b>0</b>	<b>0</b>	<b>45460</b>	<b>344078</b>

CANNOT BE USED AS LEGAL DOCUMENT

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Period : January - 2020

**PAYMENT OF WAGES SHEET - RATE OF WAGES SUMMARY**

SL NO	RATE OF WAGES	NO.OF EMP.	NO.OF DAYS	ADDITIONS									DEDUCTIONS										NET PAID	
				BASIC	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	PROD.INC	TOTAL	P.F.	E.S.I.	LWF.AMT	ADVANCE	TDS	LOAN	OTH.DED	LIC	MEDICLM	TOTAL		
1	9025.00	1	28	8734	0	0	0	0	0	0	0	0	8734	1048	73	22	0	0	0	0	0	0	1143	7591
2	10450.00	22	551	199731	0	0	0	0	0	0	0	0	199731	23968	1712	479	1000	0	0	0	0	0	27159	172572
3	10624.00	2	58	20900	348	0	0	0	0	0	0	0	21248	2508	184	50	0	0	0	0	0	0	2742	18506
4	10724.00	1	29	10450	274	0	0	0	0	0	0	0	10724	1254	93	25	0	0	0	0	0	0	1372	9352
5	10800.00	1	16	6068	203	0	0	0	0	0	0	0	6271	728	60	18	0	0	0	0	0	0	806	5465
6	18500.00	1	29	15500	3000	0	0	0	0	0	0	0	18500	0	139	25	0	0	0	0	0	0	164	18336
7	22000.00	1	29	10600	5300	2100	1250	1750	1000	0	0	0	22000	1800	0	25	5000	0	0	2094	0	0	8919	13081
8	26700.00	1	29	11000	5500	2100	1250	2850	2000	2000	0	0	26700	1800	0	25	0	0	0	1280	0	0	3105	23595
9	34500.00	1	29	16000	8000	2100	1250	5175	1975	0	0	0	34500	0	0	25	0	0	0	0	0	0	25	34475
10	51000.00	1	23	16452	8226	1694	1008	6169	4113	3468	0	0	41130	0	0	25	0	0	0	0	0	0	25	41105
<b>GRAND TOTALS</b>		<b>32</b>	<b>821</b>	<b>315435</b>	<b>30851</b>	<b>7994</b>	<b>4758</b>	<b>15944</b>	<b>9088</b>	<b>5468</b>	<b>0</b>	<b>389538</b>	<b>33106</b>	<b>2261</b>	<b>719</b>	<b>6000</b>	<b>0</b>	<b>0</b>	<b>3374</b>	<b>0</b>	<b>0</b>	<b>45460</b>	<b>344078</b>	

CANNOT BE USED AS LEGAL DOCUMENT

For the Period : January, 2020

**OVER TIME DEPARTMENT SUMMARY**

SNo		No.of Emp.	O.T. Hours	O.T. Amount	ESI Amount	Payable Amount
1	FINISHING	1	15.50	1568	0	1568
2	HAND EMBROIDERY	1	10.50	911	0	911
3	MAINTANANCE	1	14.00	1215	0	1215
4	ADMIN	14	211.00	19910	0	19910
5	PRODUCTION	26	338.50	34009	0	34009
6	HOUSE KEEPING	1	16.00	1846	0	1846
7	STORE	4	56.00	5302	0	5302
8	CUTTING	13	195.00	21024	0	21024
9	DESIGNING	1	3.00	346	0	346
	<b>Grand Total:</b>	<b>62</b>	<b>859.50</b>	<b>86131</b>	<b>0</b>	<b>86131</b>

CANNOT BE USED AS LEGAL DOCUMENT

Year & Month : January 2020

**LEAVES CHECKLIST**

S.No	Emp. Code	Name of the Employee	TYPE	No.	Dates
1	561513	SUNIL KUMAR	EL	1.50	29, 31,
2	561514	AWINASH KUMAR JHA	EL	1.00	20,
3	A0016	RAM KRISHAN YADAV	EL	1.00	2, 22,
4	A0017	BHURE LAL	EL	4.50	2, 7, 18, 27, 28,
5	A0021	DEEPAK KUMAR	EL	5.00	29, 30, 31, 3, 4, 22, 28,
6	A0025	SUMAN NAGPAL	EL	1.00	27,
			OD	1.00	14, 13,
7	A0029	MD HANZALAH	EL	10.50	17, 13, 2, 3, 4, 6, 7, 8, 9, 10, 11,
			OD	1.00	25,

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

For The Period : JANUARY, 2020

PAYMENT SHEET - BANK ADVICE

S.No	CODE	BRCODE	CR/DR	A/C TYPE	SUB TYPE	ACCOUNT NUMBER	BENEFICIARY NAME	AMOUNT
1	561513	0485	C		1	50100337795342	SUNIL KUMAR	21475
2	561514		C		1	50100023610777	AWINASH KUMAR JHA	12544
3	A0016		C		1	04831050063190	RAM KRISHAN YADAV	47675
4	A0017		C		1	04831050061439	BHURE LAL	17693
5	A0021		C		1	04831050062457	DEEPAK KUMAR	75975
6	A0025		C		1	04831050061515	SUMAN NAGPAL	171275
7	A0029		C		1	04831050060774	MD HANZALAH	80273
<b>GRAND TOTAL</b>								<b>426910</b>

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**FULL AND FINAL SETTLEMENT REPORT**

CODE : **A0854**      NAME : **SAFIK AALAM**      DEPARTMENT : **EMBROIDERY SAMPLING**  
D.O.J : **15-Jun-2015**      FATHER NAME : **SETABUL**      DESIGNATION : **H EMBROIDR**  
F & F DATE : **12-Feb-2020**      LAST WORKING DAY : **30-Nov-2019**      SETTLEMENT DATE : **12-Feb-2020**

	Rate/Day	BASIC	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	PROD.INC	TOTAL
<b>GROSS</b>	0.00	9900	800	0	0	0	0	0		10700
<b>EARNED</b>		0	0	0	0	0	0	0		0

Salary Days	0.00	Amount	0.00
E.L Days	0.00	Amount	0.00
Bonus	2019/04	8.33%	Amount
<b>Year - 18-19</b>	<b>0</b>	<b>Year 19-20</b>	<b>4922</b>
Ex-Gratia		0.00 %	Amount
<b>Year - 18-19</b>	<b>0</b>	<b>Year 19-20</b>	<b>0</b>
Notice Pay Days		0.00	Amount
Gratuity			0.00
Service Comps			0.00
Over Time Amt	0.00 Hrs		0.00
Other Amount :			0.00
Other Amount :			0.00
<b>Total</b>			<b>4,922.00</b>

**DEDUCTIONS:**

P.F Deduction	0.00
ESI Deduction	0.00
LWF.AMT	0.00
ADVANCE	0.00
TDS	0.00
LOAN	0.00
OTH.DED	0.00
LIC	0.00
MEDICLM	0.00
<b>TOTAL</b>	<b>0.00</b>
<b>NET PAYABLE</b>	<b>4,922.00</b>

**Prepared By**

**Checked By**

**Approved By**

Received Rs : **4,922.00** from M/S. **R.K.COMPUTER NEEDS** in full & final settlement of all my claims including earned Wages, Leave with wages, Bonus, Gratuity or any other dues. I have now no claim of whatsoever kind or nature which may have on date or may in be, by virtue of my employment with the Company.

I have tendered the receipt without any pressure or condition after having gone through the contents. I may further confirm that I have no claim whatsoever against the Company for the period of my employment.

Dated : 12-February-2020

Witness :

(Name & Address)

**Signature of the employee**

**R.K.COMPUTER NEEDS**  
**-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-1100'**

Voucher No. A0854

Dated 12/02/2020

DEBIT	AMOUNT (Rs.)
Being the amount paid to Mr/Ms/Mrs SAFIK AALAM on account of Full and Final Settlement Amount	4,922.00
<b>RUPEES TOTAL</b>	<b>4,922.00</b>
<b>CREDIT</b>	<b>4,922.00</b>
<b>TOTAL</b>	<b>4,922.00</b>

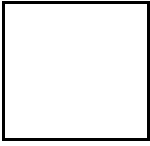
**RUPEES** FOUR THOUSAND NINE HUNDRED TWENTY-TWO Only

(ACCOUNTANT)

MANAGER (F&A)

RECEIVED with thanks from **R.K.COMPUTER NEEDS**  
the sum of Rupees **FOUR THOUSAND NINE HUNDRED**  
**TWENTY-TWO** Only  
by Cheeque No  
on account of **Full and Final Settlement Amount**

Receiver Signature



CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY



# R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI 110017

## BONUS / EX-GRATIA DETAILED REPORT SUPPORTING DOCUMENT WITH FULL & FINAL SETTLEMENT REPORT

Emp.Code A0854 Card No. 854 Name SAFIK AALAM  
Department EMBROIDERY SAMPLING Designation H EMBROIDER  
D.O.J 15/06/2015 L.W.Day 30/11/2019 F & F Date 12/02/2020 Gross Pay **10700**

S.No	MonthName	YEAR	WRKDAY	GRSSAL	BNSSAL	BNSAMT	ExgSal	ExgAmt
1	April	2019	30.00	10700	9900	825.00	0	0
2	May	2019	31.00	10700	9900	825.00	0	0
3	June	2019	30.00	10700	9900	825.00	0	0
4	July	2019	0.00	0	0	0.00	0	0
5	August	2019	0.00	0	0	0.00	0	0
6	September	2019	29.00	10343	9570	797.00	0	0
7	October	2019	31.00	10700	9900	825.00	0	0
8	November	2019	30.00	10700	9900	825.00	0	0
9	December	2019	0.00	0	0	0.00	0	0
10	January	2020	0.00	0	0	0.00	0	0
11	February	2020	0.00	0	0	0.00	0	0
			<b>181.00</b>	<b>63843</b>	<b>59070</b>	<b>4922</b>	<b>0</b>	<b>0</b>

**COMBINED CHALLAN OF A/C NO. 1, 2, 10, 21 & 22**

(BANK)

**EMPLOYEES' PROVIDENT FUND ORGANISAION**

(USE SEPARATE CHALLAN FOR EACH MONTH)

ESTABLISHMENT CODE NO. : HR/GGN/31055

ACCOUNT GROUP NO. : .....

PAID BY CHEQUE/CASH .....

DUES FOR THE MONTH OF : Employee Share **January, 2020**

Employer Share **January, 2020**

Total no. of Subscribers	115	115	115
Total Wages Due	A/C 1    1299514	A/C 10    1299514	A/C 21    1299514

S.No	PARTICULARS	A/C. NO. 1	A/C. NO. 2	A/C. NO. 10	A/C. NO. 21	A/C. NO. 22	TOTAL
AMOUNT (In Repees) .....							
1.	Employer's Share of Cont.	47,689.00		108,253.00			162,440.00
2.	Employee's Share of Cont.	155,942.00					155,942.00
3.	ADM. Charges		1,046.00		6,498.00	200.00	11,246.00
4.	Insp. Charges						
5.	Penal Damages						
6.	Misc. Payment (Past Accumulation Only)						
	<b>T O T A L</b>	<b>203,631.00</b>	<b>11,046.00</b>	<b>108,253.00</b>	<b>6,498.00</b>	<b>200.00</b>	<b>329,628.00</b>

(Amount in words : THREE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED TWENTY-EIGHT )

**(For Bank use only)**

NAME OF ESTABLISHMENT : **R.K.COMPUTER NEEDS**  
 ADDRESS : **R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**  
 NAME OF DEPOSITER : .....  
 SIGNATURE OF THE DEPOSITER : .....

Amount Received Rs. ....  
 For Cheques only : .....  
 Date of Presentation .....  
 Date of Realisation.....  
 Branch Name.....  
 Branch Code No. ....

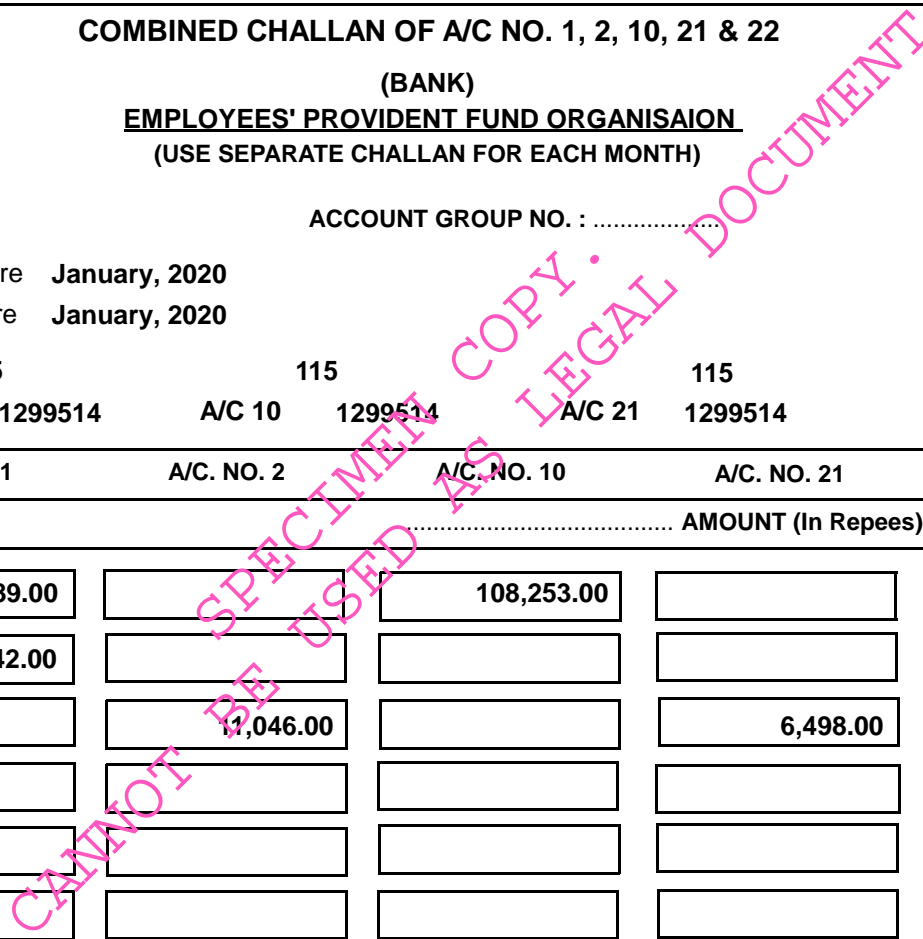
**(TO BE FILLED IN BY EMPLOYER)**

NAME OF THE BANK : .....

BRANCH : .....

AMOUNT : .....

CHEQUE NO. : .....



**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**P.F. MONTHLY STATEMENT FOR THE MONTH JANUARY, 2020**

SNo	EMP. CODE	P.F.No.	Name of Employee	FATHER/ HUSBAND NAME	UAN NO	D.O.B	D.O.J	SEX	BANK A/C	Gross Salary	NCP DAYS	<--Employee Share-->		Emp.Share 3.67%	Pension 8.33%	Pension Wages	VPF Amount	P.F 12%	P.F Rate	
												Basic	Share							
24	561514		AWINASH KUMAR JHA	ASHOK KUMAR JHA	100565733281	05/01/1991	10/05/2019	Male	50100023610777	218028	0.00	214056	25685	7853	17832	214056	0	25685	12.00	
25	A0001	001	RANVIR RAM	GELO RAM	100308506221	02/05/1972	01/04/2010	Male	04831050062769	39500	0.00	15000	1800	550	1250	15000	0	1800	12.00	
26	A0003	002	RAJESH KUMAR	LT.UGRA NAND KUMAR	100295896055	12/12/1976	01/04/2010	Male	04831050063269	31350	0.00	15000	1800	550	1250	15000	0	1800	12.00	
27	A0004	003	NARAYAN THAPA	BHIM BAHADUR	100250368903	01/07/1973	01/04/2010	Male	07281050078928	23000	0.00	15000	1800	550	1250	15000	0	1800	12.00	
28	A0006	004	ANISH AKHTAR	ANWAR MIYAN	100085218235	01/08/1980	01/04/2010	Male	1112311169	41500	0.00	15000	1800	550	1250	15000	0	1800	12.00	
29	A0010	006	SAGIR ALAM	BILAL HUSAIN	100327231392	10/01/1985	01/06/2010	Male	159354951536	46000	0.00	15000	1800	550	1250	15000	0	1800	12.00	
30	A0011	007	BILAL HOSSEN	BADAR SEKH	100114619973	01/08/1986	01/06/2010	Male	158383971736	42968	1.00	14516	1742	533	1209	14516	0	1742	12.00	
31	A0012	008	GOPAL PRASAD	MEGH SINGH	100154899342	07/08/1985	01/06/2010	Male	04831050060720	32000	0.00	15000	1800	550	1250	15000	0	1800	12.00	
32	A0014	010	SANJAY KUMAR	LT. SITA RAM	100333232008	01/05/1981	01/06/2010	Male	04831050062467	100000	0.00	15000	1800	550	1250	15000	0	1800	12.00	
34	A0017	011	BHURE LAL	JAGAN LAL	100113376955	01/01/1982	01/06/2010	Male	04831050061439	19000	0.00	13800	1656	506	1150	13800	0	1656	12.00	
35	A0018	012	RAKESH	JAGGU LAL	100299409277	01/07/1975	01/06/2010	Male	0212278945	12465	3.00	9394	1127	345	782	9394	0	1127	12.00	
36	A0007	151	SURESH KUMAR	LT.SITA RAM	100374490192	04/03/1983	01/06/2010	Male	04831050061628	57000	0.00	15000	1800	550	1250	15000	0	1800	12.00	
37	A0020	364	GOR BAHADUR	KRISHNA BAHADUR	100565960639	15/12/1974	01/06/2010	Male	04831050062821	28200	0.00	15000	1800	550	1250	15000	0	1800	12.00	
38	A0016	398	RAM KRISHAN YADAV	CHANDRIKA YADAV	100565993608	15/01/1980	01/06/2010	Male	04831050063190	49500	0.00	15000	1800	550	1250	15000	0	1800	12.00	
<b>14</b>										<b>Grand Total</b>		<b>740511</b>	<b>401766</b>	<b>48210</b>	<b>14737</b>	<b>33473</b>	<b>401766</b>	<b>0</b>	<b>48210</b>	

CANNOT BE USED AS LEGAL DOCUMENT

ESI MONTHLY STATEMENT JANUARY, 2020

SNo	EMP. CODE	ESI No.	Name of Employee	E.S.I Wages	E.S.I 0.75%	E.S.I 3.25%	Day
1	561514	6923986273	AWINASH KUMAR JHA	13928	105	453.00	29.
2	A0017	6914911557	BHURE LAL	20731	156	674.00	29.
				34659	261	1127	

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY.

100565733281#~#AWINASH KUMAR JHA#~#12024#~#10450#~#10450#~#10450#~#1254#~#870#~#384#~#0#~#0  
100903095889#~#LEKHRAJ#~#12500#~#12500#~#12500#~#12500#~#1500#~#1041#~#459#~#0#~#0  
101149432771#~#BALJEET SHARMA#~#13000#~#12500#~#12500#~#12500#~#1500#~#1041#~#459#~#0#~#0  
101068909766#~#RADHA#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
100991022889#~#KAILASH#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
100969684396#~#DINESH#~#9106#~#9106#~#9106#~#9106#~#1093#~#759#~#334#~#1#~#0  
100956702394#~#SUDHIR KUMAR#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101106987664#~#NIRU PAL#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101065844437#~#AJAY KUMAR#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101400482122#~#MITHUN HALDAR#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101289353214#~#BIMAL SEN#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101522802495#~#BHUMEN MANDAL#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101389274692#~#SHANKAR PAL#~#5160#~#5160#~#5160#~#5160#~#619#~#430#~#189#~#0#~#0  
101232774519#~#PRABHAKAR#~#4250#~#4250#~#4250#~#4250#~#510#~#354#~#156#~#0#~#0  
101411064952#~#AJIT KUMAR#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101433641504#~#ARJUN SINGH#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
100742521652#~#ANIL#~#9258#~#9258#~#9258#~#9258#~#1111#~#771#~#340#~#1#~#0  
101433641515#~#HAKIM KHAN#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101332807435#~#SUNITA#~#8499#~#8499#~#8499#~#8499#~#1020#~#708#~#312#~#3#~#0  
101465313161#~#CHHOTELAL#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
101408515172#~#VIJAY#~#7892#~#7892#~#7892#~#7892#~#947#~#657#~#290#~#5#~#0  
101465313174#~#RAHUL#~#1821#~#1821#~#1821#~#1821#~#219#~#152#~#67#~#25#~#0  
100568029143#~#RAMCHANDRA#~#12188#~#10290#~#10290#~#10290#~#1235#~#857#~#378#~#2#~#0  
101283622490#~#SUNIL#~#9410#~#9410#~#9410#~#9410#~#1129#~#784#~#345#~#0#~#0  
100308506221#~#RANVIR RAM#~#39500#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100295896055#~#RAJESH KUMAR#~#31350#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100250368903#~#NARAYAN THAPA#~#23000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100085218235#~#ANISH AKHTAR#~#41500#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100374490192#~#SURESH KUMAR#~#57000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100327231392#~#SAGIR ALAM#~#46000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100114619973#~#BILAL HOSSEN#~#42968#~#14516#~#14516#~#14516#~#1742#~#1209#~#533#~#1#~#0  
100154899342#~#GOPAL PRASAD#~#32000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100333232008#~#SANJAY KUMAR#~#10000#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100565993608#~#RAM KRISHAN YADAV#~#49500#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100113376955#~#BHURE LAL#~#19000#~#13800#~#13800#~#13800#~#1656#~#1150#~#506#~#0#~#0  
100299409277#~#RAKESH#~#12465#~#9394#~#9394#~#9394#~#1127#~#783#~#344#~#3#~#0  
100565960639#~#GOR BAHADUR#~#28200#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100135061730#~#DHANANJAY KUMAR YADAV#~#33800#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100217133503#~#MANAN YADAV#~#20900#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100156063224#~#GOVIND PRASAD#~#15842#~#12050#~#12050#~#12050#~#1446#~#1004#~#442#~#0#~#0  
101538165740#~#PRIYANKA BHARDWAJ#~#74200#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100359836642#~#SOMVEER SINGH#~#18600#~#13300#~#13300#~#13300#~#1596#~#1108#~#488#~#0#~#0  
100091004845#~#ARUN SHARMA#~#35200#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100251366867#~#NARESH KUMAR#~#26800#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100122317231#~#CHANDAN KUMAR#~#20767#~#14032#~#14032#~#14032#~#1684#~#1169#~#515#~#2#~#0  
100212678520#~#MADMESHWAR LAL#~#30500#~#14758#~#14758#~#14758#~#1771#~#1229#~#542#~#1#~#0  
100113095048#~#BHUNESHWER LAL#~#22742#~#14516#~#14516#~#14516#~#1742#~#1209#~#533#~#1#~#0  
100230494964#~#MOHD TAMIZUDDIN#~#23700#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100359408164#~#SOMVEER SAROWA#~#7168#~#5110#~#5110#~#5110#~#613#~#426#~#187#~#20#~#0  
100353165440#~#SHOE JEE YADAVA#~#29910#~#14758#~#14758#~#14758#~#1771#~#1229#~#542#~#1#~#0  
100136535593#~#DHARVENDRA UPADHYAY#~#31100#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100311497692#~#RAVEENDRA SINGH#~#38700#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100203297574#~#LALAN RAY#~#20600#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100237382780#~#MUKESH LAL#~#25646#~#14516#~#14516#~#14516#~#1742#~#1209#~#533#~#1#~#0  
101517703125#~#MOHAMMAD GYASUDDIN#~#65200#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100077151732#~#AKHTAR ALAM#~#29600#~#15000#~#15000#~#15000#~#1800#~#1250#~#550#~#0#~#0  
100238703825#~#MUNNI SINGH#~#12010#~#9480#~#9480#~#9480#~#1138#~#790#~#348#~#0#~#0

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS****R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017****For The Period : January, 2020****NON-MEMBER LIST - PF**

S.No	Emp.Code	Employee Name	Father/Husband Name	Department	Designation	Gross Salary	Basic Salary
1	A0656	PRAMOD KUMAR SHUKLA	SHYAM LAL SHUKLA	PRODUCTION	Q.A.INCHARGE	51000	16452
2	A1607	SUBHASH GIRI	RADHEY SHYAM GIRI	PRODUCTION	SUPERVISOR	18500	15500
3	A1349	VIVEK KUMAR SINGH	RAMESH KUMAR SINGH	PRODUCTION	PRODUCTION INCH	34500	16000
						<b>104000</b>	<b>47952</b>

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For The Period : January, 2020

**NON-MEMBER LIST - E.S.I**

S.No	Emp.Code	Employee Name	Father/Husband Name	Department	Designation	Gross Salary	Salary Earned
1	A0656	PRAMOD KUMAR SHUKLA	SHYAM LAL SHUKLA	PRODUCTION	Q.A.INCHARGE	51000	41130
2	A1349	VIVEK KUMAR SINGH	RAMESH KUMAR SINGH	PRODUCTION	PRODUCTION INCHARGE	34500	34500
3	A0659	SUBHASH YADAV	NARESH KUMAR	PRODUCTION	MIS EXECUTIVE	22000	22000
4	A0691	SALIM	MOHAMMAD AZIZ	PRODUCTION	LINE SUPERVISOR	26700	26700
						<b>134200</b>	<b>124330</b>

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

Code No.Of Establishment : HR/GGN/3

**P.F. ELIGIBILITY REGISTER**

S.No	EMP.CODE	Name & Address of Employee	Father / Husband Name in case of married Women	Department	Dt. of Entry in Service	PF NO	Date of Member Ship	D.O.B	D.O.L
1	A1543	RAMESH KUMAR TIWARI	PREM SAGAR TIWARI	PRODUCTION	02/04/2019		02/04/2019	22/06/1972	
2	A1541	ROSHAN KUMAR	UAMESH PASWAN	ADMIN	02/04/2019		02/04/2019	16/02/2000	
3	A1548	AKHTAR ANSARI	SNAHULLAH ANSARI	PRODUCTION	04/04/2019		04/04/2019	01/01/1970	31/05/2019
4	A1546	DEEPAK KUMAR SINGH	SURENDRA SINGH	CUTTING	03/04/2019		03/04/2019	14/03/1998	30/06/2019
5	A1547	LAVLESH KAHAR	RAMLAKHAN	CUTTING	04/04/2019		04/04/2019	01/07/1999	30/06/2019
6	A1559	DHARMENDRA KUMAR	SHESHNATH PRASAD	PRODUCTION	15/04/2019		15/04/2019	04/04/1985	
7	A1550	NIRAJ KUMAR	MAHESH CHANDRA	CUTTING	04/04/2019		04/04/2019	01/01/1987	31/05/2019
8	A1520	RAJKISHOR	ARVIND KUMAR	CUTTING	01/04/2019		01/04/2019	14/06/1999	31/05/2019
9	A1535	ABHISHEK KUMAR	BAJUNATH THAKUR	ADMIN	01/04/2019		01/04/2019	12/05/1995	31/07/2019
10	A1556	MOHD GAFAR SAFI	MOHD MONIF SAFI	PRODUCTION	12/04/2019		12/04/2019	01/01/1998	31/05/2019
11	A1560	RASHID MOHAMMAD	WALI MOHAMMAD	PRODUCTION	18/04/2019		18/04/2019	01/01/1972	31/05/2019
12	A1562	PRADEEP KUMAR	RAM KISHORE	PROJECT	24/04/2019		24/04/2019	17/03/1987	24/06/2019



**R.K.COMPUTER NEEDS**  
R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

Date : 18/01/2020

**DAILY STRENGTH REPORT**

S.No	Code	NAME	Total Strength	Present Details			Absent Details		
				Total	Male	Female	Total	Male	Female
1	145	R.K.COMPUTER NEEDS	160	144	122	22	16	11	5
			160	144	122	22	16	11	5

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Date : 09/02/2020

**DEPARTMENT WISE STRENGTH REPORT**

S.No	Department	Month to Date Figure			Total Strength	Present Details			Absent Details		
		Opening	New	Left		Total	Male	Female	Total	Male	Female
1	ACCOUNTS	7	0	0	7	7	6	1	0	0	0
2	ADMIN	26	0	0	26	18	16	2	8	8	0
3	CAD	1	0	0	1	1	1	0	0	0	0
4	CORPORATE SOCIAL RESPONSIBILITY	1	0	0	1	0	0	0	1	1	0
5	CUTTING	16	0	0	16	14	14	0	2	2	0
6	DESIGNING	37	0	0	37	35	23	12	2	1	1
7	EMBROIDERY SAMPLING	1	0	0	1	0	0	0	1	1	0
8	FINISHING	1	0	0	1	0	0	0	1	1	0
9	HAND EMBROIDERY	2	0	0	2	2	1	1	0	0	0
10	HOUSE KEEPING	1	0	0	1	1	1	0	0	0	0
11	HR	2	0	0	2	2	2	0	0	0	0
12	IT	2	0	0	2	2	2	0	0	0	0
13	IMPORTS & EXPORTS	3	0	0	3	3	3	0	0	0	0
14	IMPORTS AND EXPORTS	1	0	0	1	1	1	0	0	0	0
15	MAINTANANCE	4	0	0	4	4	4	0	0	0	0
16	MERCHANDISING	2	0	0	2	2	0	2	0	0	0
17	MERCHANDISING AND OUTSOURCING	5	0	0	5	3	1	2	2	1	1
18	MIS,COSTING,COMM	2	0	0	2	2	2	0	0	0	0
19	PRODUCTION	30	0	0	30	24	20	4	6	5	1
20	SAMPLING 2	1	0	0	1	1	1	0	0	0	0
21	STORE	14	1	0	15	14	14	0	1	1	0
<b>Totals</b>		<b>159</b>	<b>1</b>	<b>0</b>	<b>160</b>	<b>136</b>	<b>112</b>	<b>24</b>	<b>24</b>	<b>21</b>	<b>3</b>

**R.K.COMPUTER NEEDS**  
R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

For The Period : JANUARY, 2020

**PAYMENT SHEET MONTHLY SUMMARY**

Particulars	Current Month	Arrears	TOTAL	Deductions	Payment Mode Summary
Basic Amount	2341834	0	2341834	P.F 155942	Net Pay - HDFC 2082214
H.R.A	843034	0	843034	E.S.I 9433	Net Pay - Cheque 0
CONV.	172001	0	172001	LWF.AMT 3890	Net Pay - NEFT 1607094
MEDICAL	95088	0	95088	ADVANCE 98714	Net Pay - FullFinal/Hold 8715
PERF.ALW	490350	0	490350	TDS 137050	Net Pay - Cash 0
L.T.A	304594	0	304594	LOAN 0	Net Pay - Indus ind 566388
C.C.A	268021	0	268021	OTH.DED 60749	Net Pay - Unknown 0
PROD.INC	126597	308	127405	LIC 0	
O.T. Amount	87862	0	87862	MEDICLM 0	
<b>Gross Amount</b>	<b>4729381</b>	<b>308</b>	<b>4730189</b>	<b>Total 465778</b>	<b>Net Pay 4264411</b>

P.F.SUMMARY : No.of Emp. : 115 P.F.Wages : 1299514 Exmptd Emp. : 47 Exmpted Wages : 1042320

Total no. of Subscribers	115		115		115	
Total Wages Due	A/C 1	1299514	A/C 10	1299514	A/C 21	1299514

S. No	PARTICULARS	A/C. NO. 1	A/C. NO. 2	A/C. NO. 10	A/C. NO. 21	A/C. NO. 22	TOTAL
1.	Employer's Share of Cont.	47689		108253			155942
2.	Employee's Share of Cont.	155942					155942
3.	ADM. Charges		6498		6498		12996
4.	Insp. Charges						
5.	Penal Damages						
6.	Misc. Payment (Past Accumulation Only)						
	<b>TOTAL</b>	203631	6498	108253	6498		324880

ESI SUMMARY : No.of Emp. : 89 ESI Wages : 1251946 Exmptd Emp. : 73 Exmpted Wages : 3478243

ESI Employee Share 9433 ESI Employer Share 40688

LWF SUMMARY : No.of Emp. : 161 LWF Employee : 3890 LWF Employer : 7780

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Period : 01/01/2020 To : 10/01/2020

**MANPOWER COST - PERIODICAL**

S.No	DEPARTMENT	GROSS SALARY		ABSENT DETAILS		GROSS EARNINGS		OVER TIME DETAILS				EMPLOYER SHAR		TOTAL AMOUNT	
		NO.OF EMP.	GROSS SALARY	NO.OF EMP.	% OF ABSENT	NO.OF EMP.	GROSS SALARY	NO.OF EMP.	OT HOURS	O.T AMOUNT	SERVICE CHARGES	BONUS	P.F.AMT 13.00%		ESI.AMT 3.25%
1	ACCOUNTS	7	130065	0	0.00	7	130065	0	0.00	0.00	0	295.48	2432	178	132970
2	FINISHING	1	3395	0	0.00	1	3395	1	20.00	1011.92	0	280.65	438	110	5236
3	HAND EMBROIDERY	2	10815	0	0.00	2	10815	1	12.00	520.67	0	242.58	1008	95	12680
4	HR	2	42581	0	0.00	2	42581	0	0.00	0.00	0	0.00	0	0	42581
5	IT	2	30806	0	0.00	2	29677	0	3.00	0.00	0	0.00	629	0	30306
6	IMPORTS AND EXPORTS	4	44452	0	0.00	4	44452	0	0.00	0.00	0	416.45	1258	0	46126
7	MAINTANANCE	4	30629	0	0.00	4	30629	1	57.50	2494.89	0	523.23	2075	242	35963
8	MERCHANDISING	2	18065	0	0.00	2	16806	0	0.00	0.00	0	416.45	0	178	17401
9	MERCHANDISING AND OUTSOUR	5	53608	0	0.00	5	49818	1	2.00	121.98	0	295.48	1090	133	51459
10	MIS,COSTING,COMM	2	51371	0	0.00	2	51371	0	0.00	0.00	0	0.00	629	0	52000
11	ADMIN	26	122646	0	0.00	26	121300	14	348.50	17082.39	0	6382.68	10995	2949	158710
12	PRODUCTION	32	140128	0	0.00	32	132179	25	379.50	19007.89	0	7436.61	12220	2942	173785
13	SAMPLING 2	1	6903	0	0.00	1	6903	0	0.00	0.00	0	295.48	629	224	8052
14	HOUSE KEEPING	1	5169	0	0.00	1	5169	1	20.50	1579.29	0	280.65	512	168	7709
15	STORE	14	120053	0	0.00	14	120053	4	173.00	8490.94	0	2678.39	4826	1288	137336
16	CAD	1	21032	0	0.00	1	21032	0	0.00	0.00	0	0.00	629	0	21661
17	CORPORATE SOCIAL RESPONSIBIL	1	21774	0	0.00	1	21774	0	0.00	0.00	0	0.00	0	0	21774
18	CUTTING	17	77924	1	5.88	16	70060	12	136.00	7536.92	0	3419.35	6721	1496	89233
19	DESIGNING	37	583864	0	0.00	37	558719	1	2.00	124.52	0	2000.00	9370	1083	571297
	<b>GRAND TOTALS</b>	<b>161</b>	<b>1515279</b>	<b>1</b>	<b>0.62</b>	<b>160</b>	<b>1466797</b>	<b>61</b>	<b>1151.00</b>	<b>57971</b>	<b>0</b>	<b>24963</b>	<b>55461</b>	<b>11087</b>	<b>1616280</b>

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

DATE : 07/01/2020

**ATTENDANCE EDIT REPORT**

S.No	CODE	NAME	F/H NAME	DEPARTMENT	IN TIME	OUT TIME	ACT. IN.TM	ACT. OUTT
1	A0221	ANAND SINGH	HARI SINGH	ADMIN	08:50	18:30	10:47	__:_
2	A0314	RAVINDER SINGH	KARAM SINGH	STORE	09:34	19:00	09:34	__:_
3	A0372	PURAN SINGH	GOPAL SINGH	STORE	09:30	18:05	18:05	__:_
4	A0541	BUDHI SINGH RANA	SARWAN RAM RANA	ACCOUNTS	08:48	13:30	08:48	__:_
5	A0590	SUSHMA SHARMA	SANJEEV SHARMA	MERCHANDISING AND OUTSOU	09:00	18:14	14:42	18:14
6	A0656	PRAMOD KUMAR SHUKLA	SHYAM LAL SHUKLA	PRODUCTION	09:30	18:27	18:27	__:_
7	A1211	JAIVEER BAKSHI	JAGMOHAN SINGH BAKSHI	CORPORATE SOCIAL RESPONSBI	09:17	18:06	__:_	__:_
8	A1261	NEERAJ KUMAR	BACHCHI LAL	MERCHANDISING AND OUTSOU	08:45	21:40	__:_	__:_
9	A1294	SANJEEB KUMAR CHOUDHARY	RAMA KANT CHOUDHARY	STORE	10:06	18:40	10:06	__:_
10	A1348	HARI DUTT SHARMA	OM PARKASH	ADMIN	08:33	22:00	08:33	__:_
11	A1349	VIVEK KUMAR SINGH	RAMESH KUMAR SINGH	PRODUCTION	09:40	20:15	__:_	__:_
12	A1393	KANHAIYA LAL	SARAJU PRASAD	ADMIN	09:30	18:11	__:_	__:_
13	A1394	PRAHLAD	RAMLAL	ADMIN	09:24	18:07	__:_	__:_
14	A1543	RAMESH KUMAR TIWARI	PREM SAGAR TIWARI	PRODUCTION	09:25	21:00	__:_	__:_
15	A1566	ANKUR KHARI	BHARAT KHARI	ADMIN	09:19	18:12	__:_	__:_
16	A1607	SUBHASH GIRI	RADHEY SHYAM GIRI	PRODUCTION	10:08	20:45	10:08	15:05

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

Date : 24/01/2020

**ATTENDANCE VERIFICATION REPORT**

S.No	EmpCode	Name	Father/Husband Name	Designation	In Time	Signature	Out Time	Signatu
1	A1349	VIVEK KUMAR SINGH	RAMESH KUMAR SINGH	PRODUCTION INCHARGE	09:40		20:00	
2	A1446	DHEERAJ KUMAR	SURENDRA PRASAD GUPTA	TAILOR	09:32		20:57	
3	A1302	SEEMA SINGH	KAMLESH KUMAR	TAILOR	09:32		19:55	
4	A0576	BHOLI THAKUR	VIRENDRA THAKUR	TAILOR	09:32		20:56	
5	A1415	MOHAMMAD SADDAM HUSAEN	SHAKIL AHMAD	TAILOR	__:__		__:__	
6	A1583	AJAY KUMAR	DUKHI	TAILOR	__:__		__:__	
7	A1505	SHANKAR KUMAR CHAUDHARY	ABDHESH CHAUDHARY	HELPER	__:__		__:__	
8	A1600	NAR SINGH LAL	DEV NANRAYAN	RECORD KEEPER	09:40		21:04	
9	A0659	SUBHASH YADAV	NARESH KUMAR	MIS EXECUTIVE	09:34		18:44	
10	A1463	SATTAR KHAN	BABU KHAN	TAILOR	09:17		20:57	
11	A0691	SALIM	MOHAMMAD AZIZ	LINE SUPERVISOR	09:40		21:04	
12	A1392	SHASHI PRBHA TIVARI	ASHISH KUMAR TIVARI	TAILOR	09:34		19:55	
13	A1444	GEETA	HARIKESH	TAILOR	__:__		__:__	
14	A1336	SUNIL	ANANDI	TAILOR	10:02		20:58	
15	A1577	GYAN CHANDRA	ALOPINATH	TAILOR	__:__		__:__	
16	A0803	UMMED SINGH	INDRA SINGH	TAILOR	09:22		20:56	
17	A0631	PINKI DEVI	RANJEET SINGH	TAILOR	09:29		19:55	
18	A1237	SHIV SHANKAR	ARJUN LAL	TAILOR	__:__		__:__	
19	A0769	SACHITANAND KUMAR	HARINANDAN BHAGAT	TAILOR	09:32		20:57	
20	A0570	AJIM ANSARI	MOSAHEB ANSARI	TAILOR	09:32		20:57	
21	A1559	DHARMENDRA KUMAR	SHESHNATH PRASAD	PRESS MAN	09:35		20:59	
22	A1386	MD SHAMSUDDIN	MD MOHI UDDIN	TAILOR	09:30		20:57	
23	A0848	PINTU KUMAR	SURENDRA PRASAD GUPTA	TAILOR	09:33		20:57	
24	A1617	RESHAMA	MO. YUNUS	TAILOR	09:31		20:55	
25	A1612	ARUN KUMAR JHA	SHIVACHANDER JHA	MEASUREMENT-CHECI	09:39		20:59	
26	A0656	PRAMOD KUMAR SHUKLA	SHYAM LAL SHUKLA	Q.A.INCHARGE	__:__		__:__	
27	A1331	MD NIYAJ UDDIN	ABDUL JABBAR	TAILOR	09:23		20:58	
28	A1543	RAMESH KUMAR TIWARI	PREM SAGAR TIWARI	MEASUREMENT-CHECI	09:30		21:00	
29	A1158	MAHESH KUMAR	RAJENDRA KUMAR	TAILOR	09:35		20:57	
30	A1607	SUBHASH GIRI	RADHEY SHYAM GIRI	SUPERVISOR	09:39		18:58	

# R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

For the Period : April 2019 To March 2020

## EMPLOYEE ANNUAL EARNINGS REPORT

Employee Code : 561513

Name : SUNIL KUMAR

Father's/Husband Name : HIRA NAND

Card No : 561513

Department : HR

Designation : EXECUTIVE

Division :

Current Salary							24000
Basic	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	
15500	7750	750	0	0	0	0	

Other Allowances			
PF. Calc. Amt	PF. Rate	Bonus.Calc.Amt :	Bonus Rate
0	0.00	0.00	0.00

Mth & Yr	←----- Earnings ----->										←----- Deductions ----->									Net Salary	
	Basic	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	PROD.INC	OT.AMT	TOTAL	P.F.	ESI	WF.AM	ADVANCE	TDS	LOAN	TH.DED	LIC	MEDICLN		TOTAL
May - 2019	13500	6750	653	0	0	0	0	0	0	20903	0	0	25	0	0	0	0	0	0	25	20878
Jun - 2019	15500	7750	750	0	0	0	0	0	0	24000	0	0	25	0	0	0	0	0	0	25	23975
Jul - 2019	15500	7750	750	0	0	0	0	0	0	24000	0	0	25	0	0	0	0	0	0	25	23975
Aug - 2019	15500	7750	750	0	0	0	0	0	0	24000	0	0	25	0	0	0	0	0	0	25	23975
Sep - 2019	15500	7750	750	0	0	0	0	0	0	24000	0	0	25	0	0	0	0	0	0	25	23975
Oct - 2019	15500	7750	750	0	0	0	0	0	0	24000	0	0	25	0	0	0	0	0	0	25	23975
Nov - 2019	13433	6717	650	0	0	0	0	0	0	20800	0	0	25	0	0	0	0	0	0	25	20775
Dec - 2019	15000	7500	726	0	0	0	0	0	0	23226	0	0	25	2500	0	0	0	0	0	2525	20701
Jan - 2020	15500	7750	750	0	0	0	0	0	0	24000	0	0	25	2500	0	0	0	0	0	2525	21475
	<b>134933</b>	<b>67467</b>	<b>6529</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>208929</b>	<b>0</b>	<b>0</b>	<b>225</b>	<b>5000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5225</b>	<b>203704</b>

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**OVER TIME REGISTER - FORM 10 C**

For The Month : January, 2020

S.No	Code	Employee Name Department	Day Wise Over Time																															Total Extent	Total Prod. of Pcs	Normal Hour	Normal Rate Of Pay	Normal Earnings	O.T. Earnings	Total Earnings	Date Of Payment Made		
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
1	561514	AWINASH KUMAR JHA CUTTING	0.0	0.0	1.0	1.0	0.0	0.0	1.5	0.0	1.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	1.0	0.0	0.0	1.0	2.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	16.5			12024	12024	1904	13928				
2	A0017	BHURE LAL ADMIN	0.0	1.0	0.0	0.0	0.0	2.0	0.0	1.0	0.0	1.0	0.0	0.0	1.5	0.0	1.5	0.0	0.0	0.0	1.5	1.5	0.0	1.0	1.0	0.0	0.0	0.0	1.0	1.0	0.0	15.0			19000	19000	1731	20731					
3	A0031	MANAN YADAV STORE	0.0	1.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	0.0	0.0	2.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	0.0	0.0	14.0			20900	20900	1615	22515						
4	A0233	ANIL KUMAR FINISHING	0.0	1.0	0.0	1.0	0.0	0.0	1.5	0.0	0.0	1.5	0.0	0.0	1.5	0.0	1.5	0.0	0.0	1.5	0.0	0.0	1.5	0.0	1.5	1.0	0.0	1.0	0.0	0.0	15.5			10524	10524	1568	12092						
5	A0300	TAHIR ALAM CUTTING	0.0	0.0	0.0	0.0	0.0	1.5	1.0	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	0.0	1.0	1.5	1.5	1.0	1.0	13.0			13018	11339	1500	12839				
6	A0319	RAZI AHMAD CUTTING	0.0	0.0	0.0	0.0	0.0	1.5	1.0	1.5	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	0.0	1.0	0.0	1.5	0.0	1.0	16.5			13500	13500	1904	15404				
7	A0403	SATENDRA KUMAR DESIGNING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	1.0	0.0	0.0	3.0			12950	12950	346	13296					
8	A0433	NURUDDIN ANSARI CUTTING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	1.0	1.5	1.5	1.0	1.0	8.0			12218	5912	923	6835				
9	A0442	MUKESH KUMAR SINGH CUTTING	0.0	0.0	0.0	0.0	0.0	1.5	1.0	1.5	0.0	1.0	0.0	0.0	1.0	0.0	2.0	1.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	0.0	1.0	0.0	1.5	0.0	1.0	16.5			12018	12018	1904	13922			
10	A0465	ARUN KUMAR CUTTING	0.0	0.0	0.0	0.0	0.0	1.5	1.0	1.5	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	0.0	1.0	0.0	1.0	1.0	16.0			12018	12018	1846	13864				
11	A0494	SAPNA ADMIN	0.0	0.0	0.0	0.5	0.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	10.0			11800	11800	1135	12935				
12	A0535	SUBHASH KUMAR JHA CUTTING	0.0	0.0	0.0	0.0	0.0	1.5	1.0	1.5	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	1.5	0.0	1.0	16.5			10518	10518	1669	12187				
13	A0538	PUSHKAR MISHRA CUTTING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.5	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5			10450	3371	251	3622					
14	A0558	VIJAY BAHADUR VERMA STORE	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	1.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	15.0			9315	9315	1344	10659				
15	A0570	AJIM ANSARI PRODUCTION	0.0	0.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	1.5	0.0	0.0	0.0	1.5	0.0	1.5	1.0	0.0	0.0	1.0	1.0	0.0	15.5			10624	10624	1583	12207				
16	A0576	BHOLI THAKUR PRODUCTION	0.0	0.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	1.5	0.0	0.0	0.0	1.5	0.0	1.5	1.0	0.0	0.0	1.0	1.0	0.0	15.5			10450	10450	1557	12007				
17	A0631	PINKI DEVI PRODUCTION	0.0	0.0	0.5	0.5	0.0	0.5	0.5	0.5	0.0	0.5	0.5	0.5	0.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	10.5			10450	10450	1055	11505				
18	A0641	PRADIP KUMAR SINGH CUTTING	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.5	1.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	16.5			11318	11318	1796	13114				
19	A0769	SACHITANAND KUMAR PRODUCTION	0.0	0.0	1.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	0.0	1.5	0.0	0.0	0.0	1.5	0.0	1.5	1.0	0.0	0.0	1.0	1.0	0.0	15.5			10450	10450	1557	12007				
20	A0789	GHANSHYAM CUTTING	0.0	0.0	0.0	0.0	0.0	1.5	1.0	1.5	0.0	1.0	0.0	0.0	0.0	0.0	0.0	2.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	0.0	1.0	1.0	16.0			12018	10468	1846	12314				
21	A0803	UMMED SINGH PRODUCTION	0.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0	0.0	1.5	0.0	1.5	0.0	0.0	1.5	0.0	0.0	0.0	2.0	0.0	1.5	0.0	0.0	1.5	0.0	1.0	0.0	15.5			10450	10450	1557	12007				
22	A0806	REKHA HAND EMBROIDERY	0.0	0.0	0.5	0.5	0.0	0.5	0.5	0.5	0.0	0.5	0.5	0.5	0.0	0.5	0.5	0.5	0.0	0.5	0.0	0.0	0.5	0.5	0.5	0.5	0.5	0.0	0.5	0.5	0.5	0.5	10.5			9025	9025	911	9936				
23	A0839	GOUTAM KUMAR STORE	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0	0.0	0.0	0.0	2.0	1.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	15.0			9025	9025	1302	10327					
24	A0848	PINTU KUMAR PRODUCTION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	1.5	0.0	1.5	2.0	1.5	1.5	1.5	1.0	0.0	1.5	1.0	0.0	1.0	0.0	16.0			10800	6271	1662	7933				
25	A0854	SAFIK AALAM EMBROIDERY SAMPLING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10700	0	0	0						
26	A0990	KAMAL KUMAR STORE	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	12.0			9025	8588	1041	9629					



**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**For The Period : January, 2020**

**PHYSICAL PRESENCE REPORT**

S.No	Card No	Employee Name	Father / Husband Name	Department	Designation	Working Days
1	A0025	SUMAN NAGPAL	BHAGWAN DASS	DESIGNING	HEAD DESIGNER	25.00
2	561513	SUNIL KUMAR	HIRA NAND	HR	EXECUTIVE	24.50
3	A0017	BHURE LAL	JAGAN LAL	ADMIN	PEON	21.50
4	A0017	BHURE LAL	JAGAN LAL	ADMIN	PEON	0.00
5	A0016	RAM KRISHAN YADAV	CHANDRIKA YADAV	MAINTANANCE	MAINTANANCE SUPERV	25.00
6	561514	AWINASH KUMAR JHA	ASHOK KUMAR JHA	CUTTING	RECORD KEEPER	25.00
7	A0029	MD HANZALAH	MOHAMMAD OZAIR	DESIGNING	DESIGNER	14.00
8	A0021	DEEPAK KUMAR	KUMAR LAL DAS	ACCOUNTS	SR ACCOUNTANT	21.00

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS****R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017****For the Period : April 2019 To March 2020****ANNUAL PRESENCE REPORT**

Card No	Employee Name	Father / Husband Name	D.O.J	D.O.L	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Total
561513	SUNIL KUMAR	HIRA NAND	02/05/2019		0.0	0.0	0.0	0.0	0.0	24.0	21.0	9.0	22.0	24.5	100.50
561514	AWINASH KUMAR JHA	ASHOK KUMAR JHA	10/05/2019		0.0	0.0	0.0	24.0	22.5	21.0	20.5	24.0	9.5	25.0	146.50
A0016	RAM KRISHAN YADAV	CHANDRIKA YADAV	01/06/2010		25.0	24.0	16.0	27.0	23.0	24.5	22.0	26.0	26.0	25.0	238.50
A0017	BHURE LAL	JAGAN LAL	01/06/2010		20.0	24.0	24.0	27.0	22.5	22.5	21.0	26.0	26.0	21.5	234.50
A0021	DEEPAK KUMAR	KUMAR LAL DAS	01/06/2010		25.5	20.0	24.0	26.0	23.0	24.5	22.0	21.5	23.5	21.0	231.00
A0025	SUMAN NAGPAL	BHAGWAN DASS	01/06/2010		0.0	0.0	0.0	27.0	20.0	25.0	20.0	23.0	20.0	25.0	160.00
A0029	MD HANZALAH	MOHAMMAD OZAI	01/06/2010		0.0	0.0	0.0	22.5	21.0	21.0	18.5	23.0	21.0	14.0	141.00
<b>Total</b>					71	68	64	154	132	163	145	153	148	156	1252

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**  
**NEW JOINING REPORT**

Date From : 01/10/2019 To : 30/11/2020

SL. No.	CODE	NAME	Father/Husband name	Department	Designation	DOB	DOJ	RateOf Wages
1	A1619	DEEPA PANDWA	SHARAD KUMAR PANDWA	DESIGNING	ASST. DESIGNER	28/10/1993	03/10/2019	28000
2	A1621	SANJANA SHARMA	SHAMBHU SHARMA	MERCHANDISING	TRAINEE	07/09/2001	01/10/2019	17000
3	A1622	DISHA JAIN	NAVIN JAIN	DESIGNING	ASSIT. MERCHANDIS	30/03/1995	14/10/2019	35000
4	A1624	DHEERAJ	ROHTAS	ADMIN	FIELD BOY	12/07/1998	22/10/2019	12000
5	A1625	SAGAR KUMAR	SURENDRA KUMAR	ADMIN	PEON	24/05/1994	22/10/2019	9500
6	A1627	BIJENDER PAL	SHRI PAL	DESIGNING	ASST. DESIGNER	06/01/1986	06/11/2019	23548
7	A1628	ANJALI	VIRENDRA KUMAR	DESIGNING	JUNIOR DESIGNER	20/05/1998	07/11/2019	15500
8	A1629	JAYA BHARTI	RAMAN KUMAR	DESIGNING	DESIGNER CUM ME	28/02/1994	28/11/2019	30000
9	A1630	NIKHIL NANDA SATTIGER	NANDA KUMAR SATTIGER	DESIGNING	DESIGNER	12/01/1993	28/11/2019	28000
10	A1637	SANTOSH KUMAR JHA	RAM NARAYAN JHA	STORE	SR. CHECKER	02/01/1971	01/02/2020	18000

SPECIMEN COPY DOCUMENT  
CANNOT BE USED AS LEGAL DOCUMENT

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

Date From : 01/01/2020 To : 31/01/2020

**LEFT EMPLOYEES REPORT**

S.No	CODE	NAME	Department	Designation	DOJ	DOB	DOL	RateOf Wages
1	A1167	RANJAN KUMAR SINGH	PRODUCTION	TAILOR	12/09/2016	17/10/1990	02/01/2020	10450
2	A0538	PUSHKAR MISHRA	CUTTING	CUTTER	03/01/2015	05/06/1994	13/01/2020	10450
3	A1586	MOHD AZHRUDEEN	PRODUCTION	TAILOR	10/06/2019	03/03/1992	22/01/2020	10450

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For The Period of : January,2020

**REGISTER OF ADULT WORKERS**

S.No	CODE	NAME	ADDRESS	FNAME	Nature of Work	Letter of Group as in Form-II in Shift	Number of Realy if Working Certificate No.& Date	No. & Date of Certificated if any child/adolescent Token No.giving	Remarks
1	A0025	SUMAN NAGPAL	FLAT NO-1701, TOWER 2, NIRVANA COUNTRY, THE CLOSE	BHAGWAN DASS	HEAD DESIGNER	GEN. SHIFT			
2	A0030	DHANANJAY KUMAR YADAV	H.NO- 847, BANGLA MOHALLA, DUNDAHERA, GURGAON	BAJNATH YADAV	STORE EXECUT	GEN. SHIFT			
3	A0058	MOHAMMAD GYASUDDIN	HNO-87, HARIJAN BASTI NEAR NAYAK PANA BIJWASAN DI	SAMSUDDIN SHEKH	PATTERN MAST	GEN. SHIFT			
4	A0017	BHURE LAL	H.NO. 02, GALI NO. 02, RANGPURI PAHARI NALA, SOUTH	JAGAN LAL	PEON	GEN. SHIFT			
5	A0016	RAM KRISHAN YADAV	C/O- RAJESH KUMAR SHARMA, H.NO-9314, NEAR POLICE	CHANDRIKA YADAV	MAINTANANCE	GEN. SHIFT			
6	A0029	MD HANZALAH	S-10/12, 1st FLOOR, RIGHT SIDE, JOGABAI EXTN, JAMIA N	MOHAMMAD OZAIR	DESIGNER	GEN. SHIFT			
7	A0069	SAROJ KUMAR PATTNAIK	HNO-572,STREET NO-05 DUNDAHERA, GURGAON HR 122	PADMANVA PATTINAIK	ARTIST	GEN. SHIFT			
8	A0021	DEEPAK KUMAR	H.NO-838/28, STREET NO-11, JYOTI PARK, GURGAON, HR	KUMAR LAL DAS	SR ACCOUNTANT	GEN. SHIFT			
9	A0031	MANAN YADAV	H. NO-299, SECTOR-18, GURGAON, HR	CHANDRIKA	STORE KEEPER	GEN. SHIFT			
10	A0033	GOVIND SINGH BHADAURIA	H.NO- 3F , NIT 3, FARIDABAD, HR 221001	RAMKISHOR SINGH BHADAUR	SYSTEM ADMIN	GEN. SHIFT			
11	A0126	MOHAMMAD NAZRE ALAM	C/O- SURENDER YADAV, H.NO-109, NEAR GOVT. SCHOOL	MOHAMMAD HADI	DESIGNER	GEN. SHIFT			
12	A0124	RAVINDER KUMAR	PLOT NO-29, BLOCK-A, GALI NO-03, LAXMI VIHAR, UTTAN	CHAUTHI RAM	DESIGNER	GEN. SHIFT			
13	A0203	PARVEEN KUMAR	H.NO-02, GHUMAN HERA, SOUTH WEST DELHI, DELHI - 1	HUKAM CHAND	FIELD BOY	GEN. SHIFT			
14	A0221	ANAND SINGH	143-B, DDA FLATS SAHPURJAT, SOUTH DELHI, DELHI - 11C	HARI SINGH	FIELD EXECUTIVE	GEN. SHIFT			
15	A0228	MOHAMMAD MERAJ	C/O- YOGESH YADAV, H.NO-322, NEAR SHANI MANDIR, G	ABDUL GAFFAR	INCHARGE	GEN. SHIFT			
16	A0233	ANIL KUMAR	C/O MAHENDER YADAV, PLOT NO-495, SUNAR WALI GAL	DEVENDRA PRASAD	CHECKER	GEN. SHIFT			
17	A0259	CHANDAN KUMAR	H.NO-486, DUNDAHERA, GURGAON, HR	SATAYA NARAYAN SINGH	ACCOUNTANT	GEN. SHIFT			
18	A0300	TAHIR ALAM	C/O- BALRAJ YADAV, H.NO. 94, SARHAUL, GURGAON, HR	SAFAYAT MIYA	CUTTING MAST	GEN. SHIFT			
19	A0307	CHIRANJEEV KUMAR THAKUR	RZ-4A, DURGA VIHAR, PHASE-I, STREET NO-21, DEENPUR	RAM CHANDRA THAKUR	DESIGNER	GEN. SHIFT			
20	A0313	MANISH KUMAR MANIK	2318, HANSVILLA, IInd FLOOR, RAJIV NAGAR, GURGAON,	DILIP KUMAR MANIK	DESIGNER	GEN. SHIFT			
21	A0314	RAVINDER SINGH	WZ-203-A, 3RD FLOOR, SANT GARH, TILAK NAGAR, WEST	KARAM SINGH	STORE INCHAR	GEN. SHIFT			
22	A0316	SAGIR MIYA	H.NO. G100, OM VIHAR, GURUGRAM, HR 122017	ISHAK MIYA	HOD	GEN. SHIFT			
23	A0319	RAZI AHMAD	C/O- ANIL YADAV, H.NO. 425, SARHAUL, GURGAON, HR 1	AKRAMUDDIN	CUTTING MAST	GEN. SHIFT			
24	A0338	DEV KANT	H.NO-734, NO-11, VPO KAPASHERA, NEW DELHI-110037	SHIV CHARAN	DESIGNER CUM	GEN. SHIFT			
25	A0361	PRAKASH KUMAR JHA	514, NEAR SAI MANDIR, SARHAUL, SEC-18, GURGAON, HI	HEMANT KUMAR JHA	MIS EXECUTIVE	GEN. SHIFT			
26	A0365	DINESH KUMAR NAMDEV	H.NO-65 SECTOR-18, SARHAUL, GURGAON, HR	RAM SAJEEVAN NAMDAV	PATTERN MAST	GEN. SHIFT			
27	A0370	ABHISHEK VERMA	V-45, GALI NO-7, ARVIND NAGAR, GHONDA, DELHI-11001	MOOL CHAND VERMA	ACCOUNTANT	GEN. SHIFT			
28	A0372	PURAN SINGH	1118/4, RAJIV NAGAR, GALI NO 04, GRUGAON, HR-12201	GOPAL SINGH	DATA OPERATOR	GEN. SHIFT			
29	A0386	SANTOSH KUMAR SINGH	H.NO-131, BLOCK HR, PULPEHLADPUR, NEW DELHI-1100	RAJDEV SINGH	DESIGNER	GEN. SHIFT			
30	A0403	SATENDRA KUMAR	C/O- PARVEEN YADAV, PLOT NO-107, SARHAUL, GURGAO	SURESH	JUNIOR DESIGN	GEN. SHIFT			

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**For the Period : April 2019 To March 2020**

**BONUS PAYMENT DETAILED SHEET**

SL. NO.	Name of Employee	Father's/ Hanband Name	Whether he has completed 15 years of age at the beginning of the accounting year	Designation	No. of days worked in the year	Total Salary or wages respect of the accounting year	Amount on Which Bonus Deduction Made	Amount of bonus payable under Section 10 or Section 11 as the case may be	Puja bonus or other customary bonus paid during the accounting year	DEDUCTIONS				Net amount payable (Col. 8 minus Col. 12)	Amount Actually Paid	Date of which in Paid	Signature or thumb Impression of the employee
										Inter-bonus or bonus paid in advance	Amount of Income tax deduction	Deduction on account of financial loss if any caused by misconduct of the employee	Total sum deduction Col. 9, 10, 10(a) & 11				
1	2	3	4	5	6	7	8	9	10	10(A)	11	12	13	14	15	16	
1	AWINASH KUMAR JHA	ASHOK KUMAR JHA	561514	RECORD KEEPER	198.0	84120	67914	5654					5654	5654			
2	LEKHRAJ	SHIV DUTT VASHITH	561516	ELECTRICIAN	121.0	50000	50000	4164					4164	4164			
3	BALJEET SHARMA	KESHV SHARMA	561517	SUPERVISOR	240.0	104000	98750	8224					8224	8224			
4	RADHA	SANTOSH	561518	HOUSE MAIB	229.0	74668	71368	5946					5946	5946			
5	KAILASH	SAIDU RAM	561519	HOUSE BOY	236.0	74668	73698	6140					6140	6140			
6	DINESH	RAMBHAROSHE	561520	HOUSE BOY	227.0	74668	70761	5896					5896	5896			
7	SUDHIR KUMAR	BALJEET	561521	HOUSE BOY	242.0	74668	75578	6297					6297	6297			
8	NIRU PAL	GOPAL CHANDRA PAL	561522	HOUSE BOY	215.0	74668	67241	5602					5602	5602			
9	AJAY KUMAR	NATHURAM	561523	HOUSE BOY	233.0	74668	72826	6068					6068	6068			
10	MITHUN HALDAR	BAIDYANATH HALDAR	561524	HOUSE BOY	191.0	74668	59785	4981					4981	4981			
11	BIMAL SEN	KARTIK SEN	561525	HOUSE BOY	230.0	74668	71681	5972					5972	5972			
12	VISHAL KUMAR SAINI	RAKESH KUMAR SAINI	561526	JR. I.E	62.0	64500	23981	1998					1998	1998			
13	SANJAY KUMAR SRIVASTAVA	DHARMADEV LAL SRIVASTAVA	561527	Q.A	188.0	140000	95725	7974					7974	7974			
14	SARVAN	MAHAVEER	561531	HOUSE BOY	88.0	37640	26975	2248					2248	2248			
15	AJIT KUMAR	MATRU LAL	75001526	SWEEPER	222.0	74668	69145	5760					5760	5760			
16	ARJUN SINGH	AIDAL SINGH	75001527	SWEEPER	227.0	74668	70892	5906					5906	5906			
17	ANIL	MASI CHARAN	75001528	SWEEPER	215.0	74668	67267	5604					5604	5604			
18	HAKIM KHAN	NAIM KHAN	75001529	SWEEPER	243.0	74668	75892	6323					6323	6323			
19	SUNITA	W/O RAM SINGH	75001530	SWEEPER	229.0	74668	71562	5963					5963	5963			
20	CHHOTELAL	HARADVARILAL	75001531	SWEEPER	222.0	74668	69139	5760					5760	5760			
21	VIJAY	RAJESH BALMIKI	75001532	SWEEPER	230.0	74668	71926	5991					5991	5991			

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Period : April 2019 To March 2020

**BONUS PAYMENT DETAILED SHEET**

Card No	Employee Name	D.O.J	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Total WRK.DYS GROSS BASIC BNS.WGS BNS.AMT	
			Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT	Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT		Wrk.Days GROSS BnsWgRt Bns.Wgs BNS.AMT
561514	AWINASH KUMAR JHA ASHOK KUMAR JHA	10/05/2019	0.00	19.50	29.00	30.00	31.00	29.00	31.00	30.00	17.50	29.00	0.00	246.00	
			0	12000	12000	12000	12000	12024	12024	12024	12024	12024	12024	0	108120
			0	10450	10450	10450	10450	10450	10450	10450	10450	10450	10450	0	94050
			0	6573	10102	10113	10450	10102	10450	10450	10450	5899	10450	0	84589
			0	548	841	842	870	841	870	870	491	870	870	0	7043
561516	LEKHRAJ SHIV DUTT VASHITH	11/06/2019	0.00	0.00	17.50	31.00	31.00	15.00	31.00	30.00	31.00	29.00	0.00	215.50	
			0	0	12500	12500	12500	12500	12500	12500	12500	12500	12500	0	100000
			0	0	12500	12500	12500	12500	12500	12500	12500	12500	12500	0	100000
			0	0	7292	12500	12500	6250	12500	12500	12500	12500	12500	0	88542
			0	0	607	1041	1041	521	1041	1041	1041	1041	1041	0	7374
561517	BALJEET SHARMA KESHV SHARMA	01/06/2019	0.00	0.00	30.00	31.00	31.00	27.00	31.00	30.00	31.00	29.00	0.00	240.00	
			0	0	13000	13000	13000	13000	13000	13000	13000	13000	13000	0	104000
			0	0	12500	12500	12500	12500	12500	12500	12500	12500	12500	0	100000
			0	0	12500	12500	12500	11250	12500	12500	12500	12500	12500	0	98750
			0	0	1041	1041	1041	937	1041	1041	1041	1041	1041	0	8224
561518	RADHA SANTOSH	01/06/2019	0.00	0.00	17.00	30.00	31.00	30.00	31.00	30.00	31.00	29.00	0.00	229.00	
			0	0	9104	9104	9410	9410	9410	9410	9410	9410	9410	0	74668
			0	0	9410	9410	9410	9410	9410	9410	9410	9410	9410	0	75280
			0	0	5332	9106	9880	9410	9410	9410	9410	9410	9410	0	71368
			0	0	444	759	823	784	784	784	784	784	784	0	5946
561519	KAILASH SAIDU RAM	01/06/2019	0.00	0.00	30.00	24.00	31.00	30.00	31.00	30.00	31.00	29.00	0.00	236.00	
			0	0	9104	9104	9410	9410	9410	9410	9410	9410	9410	0	74668
			0	0	9410	9410	9410	9410	9410	9410	9410	9410	9410	0	75280
			0	0	9410	7285	9953	9410	9410	9410	9410	9410	9410	0	73698
			0	0	784	607	829	784	784	784	784	784	784	0	6140
561520	DINESH RAMBHAROSH E	01/06/2019	0.00	0.00	18.00	30.00	31.00	30.00	31.00	28.00	31.00	28.00	0.00	227.00	
			0	0	9104	9104	9410	9410	9410	9410	9410	9410	9410	0	74668
			0	0	9410	9410	9410	9410	9410	9410	9410	9410	9410	0	75280
			0	0	5646	9106	9890	9410	9410	8783	9410	9106	9106	0	70761
			0	0	470	759	824	784	784	784	732	784	759	0	5896
561521	SUDHIR KUMAR BALJEET	01/06/2019	0.00	0.00	30.00	30.00	31.00	30.00	31.00	30.00	31.00	29.00	0.00	242.00	
			0	0	9104	9104	9410	9410	9410	9410	9410	9410	9410	0	74668
			0	0	9410	9410	9410	9410	9410	9410	9410	9410	9410	0	75280
			0	0	9410	9106	10012	9410	9410	9410	9410	9410	9410	0	75578
			0	0	784	759	834	784	784	784	784	784	784	0	6297

**FORM NO.15**  
( Prescribed Under Rule 94 )  
**REGISTER OF LEAVE WITH WAGES**

Section 83

Name of the Factory : **R.K.COMPUTER NEEDS**

Serial No. : **561513**

S.No.in the Register : **1**

of Adult/Child Worker: **Adult**

Date of entry into Service : **02-May-2019**

Part I.....Adult

Part II .....Child

Name : **SUNIL KUMAR**

Father's Name : **HIRA NAND**

Date of discharge :

Date of amount of payment made in lieu of leave due

Year	Wages Period	Wages earned during the period	Working Days	Layoff Days	Maternity Leave	Leaves Enjoyed	Total Col. 4 - 7	Previous Balance	Leaves earned during the year mentioned in col.1	Total Columns 9 to 10	Whether leave in accordance with scheme under sec.79(8) was refused	Leave Enjoyed From: _____ To: _____	Balance of Leave Credit	Normal leave wages	Cash equivalent of advantage according through concessional sale of food grains and other articles	Rate of Wages for the leave period (Total) of col.15 & 16	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
								<b>0.00</b>									
2019 May		20903	23.00				23.00										24000
2019 June		24000	24.00				24.00										24000
2019 July		24000	26.50				26.50										24000
2019 August		24000	23.00				23.00										24000
2019 September		24000	24.00				24.00										24000
2019 October		24000	21.00				21.00										24000
2019 November		20800	9.00			9	9.00				8,9,11,12,13,14,15,19,20						24000
2019 December		23226	22.00			2	22.00				19,20						24000
<b>Totals :</b>		<b>184929</b>	<b>172.50</b>			<b>11</b>	<b>172.50</b>		<b>9</b>				<b>-2</b>				<b>192000</b>



**FORM 'B'**  
( SEE RULE (7) 2

Register of Festival Holidays, Casual and Sick Leave in respect of Shri : SUNIL KUMAR  
for the year : **2019**

Under the Punjab Industrial Establishment (national Festival,Casual and Sick Leave), 1965

1. Date of Joining of Service : **02/05/2019**

Card No. : **561513**

2. Whether covered by the Employee's State Insurance Scheme :NO

SNo.	Number of festival holidays/ Casual/sick leave due at the begining of the year			Period for which festival holiday/casual/sick leave applied for			Whether granted or refused	Remarks
1	2		3			4	5	
	Holiday	Casual Leave	Sick Leave	From	To	Nature of leave		
Opening Bal.		5.00	4.00					
May								
June		4.50	4.00					
July		4.00	4.00					
August		3.00	4.00					
September		2.00	4.00					
October		2.00	3.00					
November		0.00	1.00					
December		0.00	0.00					
<b>Totals :</b>								

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**FOR THR YEAR : 2020**

**E.L./C.L. SUMMARY REPORT**

S.No.	Code No	Employee Name	Department	Designation	DOJ	E.L. Op. BAL	E.L. Earned	E.L. Availed	Total ELDue	C.L. Op. BAL	C.L. Availed	C.L. BAL	S.L. Op. BAL	S.L. Availed	S.L. BAL
1	561513	SUNIL KUMAR	HR	EXECUTIVE	02/05/2019	4.00	1.00	1.50	3.50	0.58	0.00	0.58	0.58	0.00	0.58
2	561514	AWINASH KUMAR JHA	CUTTING	RECORD KEEPER	10/05/2019	1.00	1.00	1.00	1.00	0.58	0.00	0.58	0.58	0.00	0.58
3	A0016	RAM KRISHAN YADAV	MAINTANANCE	MAINTANANCE SUPERVISOR	01/06/2010	36.50	1.00	1.00	36.50	0.58	0.00	0.58	0.58	0.00	0.58
4	A0017	BHURE LAL	ADMIN	PEON	01/06/2010	37.00	1.00	4.50	33.50	0.58	0.00	0.58	0.58	0.00	0.58
5	A0021	DEEPAK KUMAR	ACCOUNTS	SR ACCOUNTANT	01/06/2010	5.50	1.00	5.00	1.50	0.58	0.00	0.58	0.58	0.00	0.58
6	A0025	SUMAN NAGPAL	DESIGNING	HEAD DESIGNER	01/06/2010	19.00	1.00	1.00	19.00	0.58	0.00	0.58	0.58	0.00	0.58
7	A0029	MD HANZALAH	DESIGNING	DESIGNER	01/06/2010	10.00	1.00	10.50	0.50	0.56	0.00	0.56	0.56	0.00	0.56

CANNOT BE USED AS LEGAL DOCUMENT

**FORM NO. 21****(Prescribed under Rule 121 (a))  
ANUAL RETURN UNDER THE FACTORIES ACT 1948****FOR THE YEAR ENDING 31st DECEMBER 2019**

1. Registration No. of Factory
2. Name. of Factory **R.K.COMPUTER NEEDS**
3. Name. of Occupier
4. Name. of Manager
5. District.
6. Full Postal Address of Factory **R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**
7. [a] Nature of Industries
- [b] Code No

**Number of workers and particulars of employment**

8. No. of days worked in year **302**
9. No. of Man-days (Total Attendance) **Section 51. 39331**
- [a] Men **33831**
- [b] Women **5500**
- [c] Children
10. Average No. of works employed daily (see explanatory note) **130.24**
- [a] Adult [i] Men **112.02**
- [a] Adult [ii] Women **18.21**
- [b] Adolescent [i] Male
- [b] Adolescent [ii] Female
- [c] Children [i] Boys
- [c] Children [ii] Girls
11. Total No. of Man-hours worked including overtimes **256515**
- [a] Men **221447**
- [b] Women **35068**
- [c] Children
12. Average No. of Man-hours per Week (See Explanatory note) **42753**
- [a] Men **36908**
- [b] Women **5845**
- [c] Children

13. Does the factory carry out and process or operation declare as dangerous under section 37(see rule 166)

[a] If so, give the following information

	Name of the dangerous process of operations	Average number of persons employed daily in each of the processes or operation given in column 1
1		
2		
3		

(b) Number of persons exempted From

Section 51.

Section 52.

Section 53.

Section 54.

Section 55.

Section 56.

**Leave with Wages**

(14) Total No. of workers employed during the year	<b>231</b>
[a] Men	<b>196</b>
[b] Women	<b>35</b>
[c] Children	

(15) Total No. of workers who were granted leave during the Year	<b>210</b>
[a] Men	<b>177</b>
[b] Women	<b>33</b>
[c] Children	

(16) No. of workers who gave notice not to avail of the leave during the year	
[a] Men	
[b] Women	
[c] Children	

(17) [a] No. of works who were discharged or dismissed from the service or quit employment or were superannuated or who died while in service during the year	
[b] No. of such workers in respect of whom wages in lieu of leave were paid.	
[i] Men	
[ii] Women	
[c] Total Amount paid	

18. No. of worker exempted from section 52 of the Factory Act.

- [a] Men
- [b] Women

19. No. of worker who received compensatory holiday in the

- [a]. Same month
- [b] Following month
- [c] Third month

**Safety Officers**

20. (a) No. of Safety Officer required to be appointed as per notification under section 40-B  
(b) No. of Safety Officer appointed

**Ambulance Room**

21. Is there in ambulance room provided in the factory as required under action 45 ?

22. Canteen

(Providing cooked food & refreshment (A))	(Providing cooked only (B))	(Providing refreshment & tea only(C))	(Providing Tea only)	Is the Canteen run & Maintained departmentally or through	Please state if common canteen is being shared with some	Total expenditure incurred by the management on the canteen	% of aegt Subsidiary to the tax expenditure incurred on
1	2	3	4	5	6	7	8

**Shelters of Rest Rooms and lunch Rooms**

23. [a] Are there there adequate and suitable shelters or rest room provided in the factory as required under section 47?
- [b] Are there there adequate and suitable lunch rooms provided in the factory as required under section 47?

**Creches**

24. Is there a creches provided in the factory as required under section 48 ?.

**Welfare Offier**

25. [a] No. of welfare Officer to be appointed as required under section 49 ?.
- [b] No. of welfare Officers appointed

**Accidents**

26. [a] Total No of accidents (see explanatory note)
- [i] Fatal
- [ii] Non -Fatal
- [b] Accident in which workers return to work during the year to which this return relates
- [i] Accidents(workers injured) occuring during the year in which injured worker return to work during the same year
- (aa) No. of accidents
- (bb) Monday loss due to accidents
- [c] Accident workers injured occuring in the previous year in which injured worker return to work during the year to which this return relates
- [i] No of accidents
- [ii] Manday loss due to accident

## Suggestion Scheme

27. (a) Is a suggestion scheme in operation in the factory
- (b) If so, the no of suggestions
- (i) Received during the year
- (ii) Accepted during the year
- (c) Ammount aworded in cash prizes during the year
- (i) Total amount awarded
- (ii) Value of the maximum cash prize awarded
- (iii) Value of the maximum cash prize awarded.

Certified that the information furnished above is correct to the best of my knowledge and belief.

**Signature of Manager**

**Date**

## Explanatory notice

1. The average number workers employed daily should be calculated by dividing the aggregate number of attendance on working days.(that is, monday worked ) by the number of working days in the year. In reckoning attendance by temporary as well as permanent employed directly or under contractor, attendance or separate shift (eg. night and day shift ) should be counted separately. Days on which the factory was for whatever causes and days on which the manufacturing process were not carried on not should be treated as working days should be ignored, while attendance for half as shift or more on such day should be treated as full attendance .

2. For reasonal factories the average number of workers employed during the working season and the off seasons should be given separately. Similarly the number of days worked and average number of manhours worked per week during the working and off season should be given separately.

3. The average number of hours worked per week means the total actual hour worked by all workers during the year excluding the year excluding the rest intervals but including overtime worked divided by the product of total number of workers employed in the factory during the year and 62. In case the factory has not worked for the whole year , the numbers of worked should be used in palce of figure 52.

4. Every person killed or injured should be treated as one separate accident. It in one occurance six persons were injured or killed it should be counted as six accident.

5. In item 24(a) the number of accidents which took palce during the year should be given. In case of non -fatal accidents only these accients which prevented workers from working for 48 hours or more , be indicated.

## FORM D

Annual Return showing payment of maternity benefit during the year ending on the 31 st december 2019

1. Name of the factory and full postal address. **R.K.COMPUTER NEEDS**
2. Name of Occupier
3. Name of Manager
4. Average number of women workers employed daily
5. Number of women who claimed maternity benefit for actual births
  
6. Number of claimes accepted and paid either fully or partially.
7. Number of other persons who were paid maternity benefit.
8. Total number of maternity paid. (including bonus paid)
9. Amount of bonus including column 8
10. No. of claims accepted and paid either fully or partially
11. No causes in which women injured fully maternity leave prior to confinement.
12. Total amount of special bonuses paid and no. of cases.

**Date**

**Signature of employer**

## SCHEDULE X

LC/6

Workmen's Compansation

Stereo No.

W.C./6

Return relating to the period from 1st january , 2019 to 31 st december ,2019

Provinee

Distric

Town or Village

(To be omitted in case of railway)

Post Office.

Name of establishment(1)

Name of work(2)

Average number employed per day(3)	Minors
Accident	Occupation Disease (8)

Number of causes which occurred during the year		Number of causes of injuries in respect of which final compensation has been paid during the year(4)				Amount of compensation paid(5)			Number of causes of diseases in respect of which compensation has been paid during the year (4)			Amount of compensation paid(5)				
Adults																
Adults																

Dated

Signature  
Designation

(1) in case were more establishments that one are owned by the same employer's separate return should be finished for each establishment, when in any any establishment the workmen employed fall in two or more of the district categories to which the return relates e.g. in the case of a tea estate categories A and E(V) as separate should be use for the statistics of each categories.

(2) Enter the class of establishment or according to the process of product e.g cotton weaving and spinning factory coal mine plantation, Building and construction, Municipalities and Local Brand Miscellaneous.

(3) Includes all employees whether permanent or temporary who should be in case of accident be eligible for establishment under the act for whom a return is required to be furnished. Number employer should be shown even if their are no payment of compensation to report.

(4) Includes any those cases in which the final payment of compensation was made during the year. A deposit with the commissioner should treated as payment by employee by the employee.

(5) Includes all compensation paid in respect of the cases mentioned in food note whether such compensation was paid during the year year or previous to its commencement Excludes all payment in which the final payment had not been paid by the end of the year to which the return relates.

(6) Only such disablement as last more than seven days should be shown section 4(1) D or the act.

(7) Where the benefit actually allowed, e.g. hospital leave on full pay is in excess of the compensation admissible under the Act only the amount of the compensation so admissible should be cleared in the return.

(8) Viz, anthrax, lead poisoning phosgene, mercury poisoning benzene poisoning cheema compressed air mess only.

(9) Enter separately such of the diseases specified in food - note 2 which resulted in respect of which compensation was paid.



Annual Return under the minimum wages Act. 1948 for the year ending on 31 december , 2019

1. (a) Nature of employer/factory and postal address **R.K.COMPUTER NEEDS**  
 (b) Nature of Industry and Code No
2. Average number of persons employed 112.02  
 [1] Adult 112.02  
 [2] Children
3. No of days worked during the year **302**
4. No of man - days worked during the year (Total ) Attendance **39331**  
 [1] Adult **39331**  
 [2] Children
5. Total Wages  
 Paid in cash  
 Cash value of wages paid in kind
6. Total unclaimed amount including wages , bonus, fines /deductions etc.
7. Balance of fine fund at the beginning of year
8. Deduction made on account of

Fines		Damage or Loss		Branch of Contract		Total	
Number of cases	Amount Rs.	Number of cases	Amount Rs.	Number of cases	Amount Rs.	Number of cases	Amount Rs.

9. Disbursement from fund :-
- |           |        |
|-----------|--------|
| Purpose   | Amount |
| (a) ..... | .....  |
| (b) ..... | Rs. P. |
| (c) ..... |        |
| (d) ..... |        |

10. Balance of fine fund at the end of year

Signature of Employer /Officer/Manager

Date

Designation .....

8  
FORM IV

ANNUAL RETURNS UNDER THE PAYMENT OF WAGES ACT, 1936

Wages and deduction from wages

Return for the year ending 31st December 2019

1. [a]. Name of the factory of establishment and postal address  
[b]. Code No.  
[c]. Industry
2. No of days work during the the year **302**
3. [a]. Number of Man-days worked during the year (Total Attendance) **39331**  
Adults **39331**  
Children
- [b]. Average daily no. of persons employed during the year  
Adults Children
- [c]. Gross amount paid as remuneration including deduction under section 7(2) .....  
of which the amount due to profit showing bonus is .....Many  
value of concession is
4. Total wages paid including deduction section 7(2) ON following accounts  
[a]. Basic wages including over time and Non - profit sharing bonus  
[b]. Dearness and other allowance in cash  
[c]. Arrear of pay in respect of previous year paid during the year
5. Total unclaimed amount including wages , bonus , Fines/ Deduction act. ....
6. Number of cases and amount realised as
- |                                       | No of cases | Amount |
|---------------------------------------|-------------|--------|
| [a]. Fines.                           |             | Rs. P. |
| [b]. Deduction for Damages or loss    |             |        |
| [c]. Deduction for breach of contract |             |        |
7. Disbursement from fines fund :-
- | Purpose    | Amount |
|------------|--------|
| [a]. ..... | Rs. P. |
| [b]. ..... |        |
| [c]. ..... |        |
| [d]. ..... |        |

Signature .....

Designation.....

This is the aggregate number of attendances during the year .

This average daily number of persons employed during the year is obtained to deviding the aggregate number of attendances during the year by number of working day.

Money value of concession should be obtained by taking differences of the cost price paid by employer and the actual price paid by

**FORM NO. 22****{ Prescribed under Rule 127 (2) }  
Half Yearly Return****FOR THE HALF YEAR ENDING December 2019**

( This return should be sent to the prescribed authority latest by 15 th January of current year)

Registration No.  
Licence No.  
NIC Code No.  
(As given in the Licence)

1. Name. of Factory **R.K.COMPUTER NEEDS**
2. Name. of Occupier
3. Name. of Manager
4. District.
5. Full Postal Address of Factory(including PIN Code) **R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

**1. Industry**

[a] Nature of Industries

[b] Sector of Industry (Mention whether Establishment belongs to Public or Private sector)(Explanatory Note 2)

[c] Section of the Act under which the Factory is covered (Please tick() the appropriate box)

2m(i) [ ]  
2m(ii) [ ]  
Section 85 [ ]

2. Number of days factory worked during the Half year ending 30th june **149**
3. Number of Man-days worked during the Half year ending 30th June **24807**
- (a) Adults
- i] Men **20858**
- ii] Women **3949**
- (b) Adolescent
- i] Male
- ii] Female
- (c) Children
- i] Boys
- ii] Girls
- Total :
4. Average number of workers employed daily (Explanatory note 3) **166.49**
- [a] Adult
- i] Men **139.99**
- ii] Women **26.50**
- [b] Adolescent
- i] Male
- ii] Female
- [c] Children
- i] Boys
- ii] Girls
- Total :

**5. Medical Information**

[a] Total number of workers employed in Hazardous processes

[b] Name of the Hazardous agents

[c] Number of medical officers employed :

[i] Full Time :

[ii] Part Time :

[d] Number of workers examined by Factory Medical officer

[i] Workers working in hazardous process :

[ii] Others :

Date:

Signature of Manager  
(Name in Block Letters)

## Explanatory Note

1. Mention what is actually manufactured including repairs of all types, following the NIG Code at the four digit level.

2. Establishment in 'Public Sector' means an establishment owned, controlled or managed by (i) The Government or the Department of the Government, or (ii) a Government Company as defined in Section 617 of the Companies Act 1956, or (iii) a Corporation established by or under Central, Provincial or State Act, which is owned, controlled, managed by the Government, or (iv) a Local authority.

Establishment in 'Joint Sector' means an establishment managed, by the Government and Society registered under the Co-operative societies Act, 1912.

3. (i) Working day should be taken to be a day on which the establishment actually worked and manufacturing process was carried on including the day on which although no manufacturing process was carried on but more than 50% of the workers (preceding the date under consideration) were deployed on maintenance and repair work, etc. on close days. Days on which the factory was closed for whatever cause and days on which no manufacturing process was carried on should not be treated as working days.

(i) For seasonal factories\* information about working season and off season should be given separately.

'Seasonal Factory' means a factory which is exclusively engaged in one or more of the following manufacturing processes namely cotton ginning, cotton or jute pressing decortication of ground nuts, the manufacture of coffee, indigo, lac, rubber, sugar (including gur) or tea or any manufacturing process which is incidental to or connected with any of the aforesaid processes, and includes a factory which is engaged for a period of not exceeding seven months as a year.

(a) in any process of blending, packing or re-packing of tea or coffee, or

(b) in such other manufacturing process as the Central Government may, by notification in the Official Gazettee, specify.

The expansion 'manufacturing process' and 'power' shall have the meanings respectively assigned to them in the Factories Act, 1948 (63 of 1948)

4. Mandays worked should be the aggregate number of attendance of all the workers, covered, under the Act, in all shifts on all the working days. In reckoning attendance, should be counted and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under the apprentices Act, 1961, are also to be included). Attendance on separate shift (e.g. night and day shifts) should be counted separately. Partial attendance for less than half a shift on a working days should be ignored while attendance for half a

5. The average daily number should be calculated by dividing the aggregate number of attendance (man-days worked) on working days by the number of working days during the half-year,

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Period: 01/01/2020 To 31/01/2020

**FULL AND FINAL SETTELEMENT HISTORY**

S.No	L.W.Date F.F.Date Settled Date	Emp Code Name Father / Husband Name	Department Designation D.O.J	Gross Earnings										Total Deductions										Net Payable Amount			
				Salary Days Amount	E.L. Days Amount	Bonus From / Amount	Ex-Gratia From / Amount	NoticePy Days / Amount	Gratuity Amount	Srv.comp Amount	O.T Hours / Amount	Other Amount	Other-1 Amount	Total Amount	P.F	E.S.I	WF.AM	ADVANCE	TDS	LOAN	OTH.DED	LIC	MEDIC LM		TOTAL		
1	02/01/2020 02/01/2020 14/01/2020	A1167 RANJAN KUMAR SINGH LALAN SINGH	PRODUCTION TAILOR 12/09/2016	1.50 506	4.00 1608	2019/04 6257	2019/04 0.00	0.00 0.00	0 0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	8371	61	4	1	0	0	0	0	0	0	0	66	8437
2	13/01/2020 13/01/2020 14/01/2020	A0538 PUSHKAR MISHRA PRAMOD MISHRA	CUTTING CUTTER 03/01/2015	10.00 3371	0.00 0	2019/04 6780	2019/04 0.00	0.00 0.00	30144 0.00	0.00 0.00	2.50 251.00	0.00 75.00	0.00 0.00	0.00 0.00	40621	405	28	7	2000	0	0	0	0	0	0	2440	43061
3	21/01/2020 21/01/2020 23/01/2020	A1586 MOHD AZHRUDEEN MOHD NAIM ANSARI	PRODUCTION TAILOR 10/06/2019	19.00 6405	4.00 1608	2019/04 6006	2019/04 0.00	0.00 0.00	0 0	0.00 0.00	10.50 1055.00	0.00 402.00	0.00 0.00	0.00 0.00	15476	769	56	16	0	0	0	0	0	0	0	841	16317
				<b>10282</b>	<b>3216</b>	<b>19043</b>	<b>0</b>	<b>0</b>	<b>30144</b>	<b>0</b>	<b>1306</b>	<b>477</b>	<b>0</b>	<b>64468</b>	<b>1235</b>	<b>88</b>	<b>24</b>	<b>2000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3347</b>	<b>67815</b>	

CANNOT BE USED AS LEGAL DOCUMENT

**R.K.COMPUTER NEEDS**  
**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

For the Period : February '2020

**ANNUAL GRATUITY REPORT**

S.No	Code	Employee Name	Father Name	Department	Designation	DOJ	Basic	Days Wrkd In	Gratuity Amount
1	561513	SUNIL KUMAR	HIRA NAND	HR	EXECUTIVE	02-May-2019	15500	29.00	8942
2	561514	AWINASH KUMAR JHA	ASHOK KUMAR JHA	CUTTING	RECORD KEEPER	10-May-2019	10450	29.00	6029
3	A0016	RAM KRISHAN YADAV	CHANDRIKA YADAV	MAINTANANCE	MAINTANANCE SUPERVIS	01-Jun-2010	19800	29.00	114231
4	A0017	BHURE LAL	JAGAN LAL	ADMIN	PEON	01-Jun-2010	10000	29.00	57692
5	A0021	DEEPAK KUMAR	KUMAR LAL DAS	ACCOUNTS	SR ACCOUNTANT	01-Jun-2010	33400	29.00	192692
6	A0025	SUMAN NAGPAL	BHAGWAN DASS	DESIGNING	HEAD DESIGNER	01-Jun-2010	90400	29.00	521538
7	A0029	MD HANZALAH	MOHAMMAD OZAIR	DESIGNING	DESIGNER	01-Jun-2010	36800	27.50	212308
<b>Total</b>									<b>1171125</b>

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

**AREARS CALCULATION DETAILED SHEET**

For the Period : 2019 / 11

**R.K.COMPUTER NEEDS**

**R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017**

YEAR	MTH	Previous Rate	SALARY INCREMENT AMOUNT							Days Worked	O.T Hours	CALCULATED INCREMENT AMOUNT							TOTAL DEDUCTIONS			NET PYBL AMOUNT			
			BASIC	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A			TOTAL	BASIC	H.R.A	CONV.	MEDICAL	PERF.ALW	L.T.A	C.C.A	O.T Amt	TOTAL		P.F	ESI	TOT.DED
S.No 1		EMP.CODE A1190	NAME ARJUN SAW		F/H Name RAMPRAWESH SAW			CARD NO 1190		Designation ASST. CORDINATOR															
New Salary		12686																							
2019	11	11186	550	950	0	0	0	0	0	1500	30.00	1.00	550	950	0	0	0	0	0	-2	1500	66	11	77	1421
										30.00	1.00	550	950	0	0	0	0	0	-2	1500	66	11	77	1421	
S.No 2		EMP.CODE A1294	NAME SANJEEB KUMAR CHOUDHARY		F/H Name RAMA KANT CHOUDHARY			CARD NO 1294		Designation FIELD BOY															
New Salary		20400																							
2019	11	19200	0	0	1200	0	0	0	0	1200	30.00	0.00	0	0	1200	0	0	0	0	0	1200	0	9	9	1191
										30.00	0.00	0	0	1200	0	0	0	0	0	0	1200	0	9	9	1191

CANNOT BE USED AS LEGAL DOCUMENT

कर्मचारी का नाम **SUNIL KUMAR**दिनांक **02/05/2019**पिता/पति का नाम **HIRA NAND**

स्थाई पता:

VILL- SAGARPUR, PO- DULOTH JAT,  
TEHSIL- ATELI, MOHINDERGARH, HR  
123021

अस्थाई पता:

PLOT NO. C-390, PHASE- II, NEW PALAM  
VIHAR, GURGAON, HR 122017**नियुक्ति - पत्र**

आपके नौकरी के लिये प्रार्थना पत्र दिनांक **02/05/2019** और साक्षात्कार ( इन्टर्व्यू ) के संदर्भ में आपकी नियुक्ति **EXECUTIVE** पद के लिए करते हुए हमें हर्ष होता है। पद **EXECUTIVE** विभाग **HR** कार्य करने के घंटे **8.00** प्रतिदिन नियुक्ति की तिथि **02/05/2019** जन्म तिथि **20/05/1991** वेतन रु **24000.00** माह

**नियुक्ति की शर्तें**

- 1 आप छः महीने तक प्रोबेशन पर नियुक्त रहेंगे। जरूरत पडने पर यह अवधि दो महीने के लिये दोबारा बढ़ायी जा सकती है।
- 2 प्रोबेशन या बढ़ाई गई प्रोबेशन कार्यकाल के दौरान आपको यह अधिकार होगा कि आप बिना किसी सूचना ( नोटिस ) के नौकरी छोड़ने के लिए कह सकती है। और आप उस दिन तक के वेतन के अतिरिक्त अन्य किसी मुआवजे के हकदार नहीं होंगे।
- 3 प्रोबेशन कार्यकाल खत्म होने के बाद आपकी नियुक्ति पक्की करने के संदर्भ में कम्पनी द्वारा पत्र जारी कर नियुक्ति पक्की की जायेगी।
- 4 पक्की नियुक्ति होने के बाद अगर आप नौकरी छोड़ना चाहते हैं तो आपको एक महीने का नोटिस पीरियड/ समय के दौरान आपको काम करना पडेगा। या फिर आपकी सालाना छुट्टी बकाया है तो आप उसकी एडजस्टमेंट करा सकते हैं। अगर आप कम्पनी के पक्के कर्मचारी हैं और कम्पनी आपको बर्खास्त करती है तो वह आपको एक महीने का नोटिस न देने के स्थान पर एक महीने का वेतन देगी।
- 5 किसी एक दिन 09 घण्टा कार्य करने के उपरान्त और किसी एक हफ्ते में 48 घण्टे कार्य करने के बाद आप ओवर टाईम (OT) वेतन के हकदार हैं फैक्टरी एक्ट 1948 ( धारा 59 ) के तहत। ओवर टाईम (OT) हमेशा आपकी स्वीकृति से होगा। ओवर टाईम की गणना आपके वेतन की दुगुनी दर से की जायेगी।
- 6 भारतीय श्रम कानून के नियम अनुसार जैसे ही आप इस कम्पनी में 240 दिन काम कर लेते हैं। तो आपको एक दिन की छुट्टी ( Earned Leave ) हर 20 दिनों के बाद वेतन सहित लेने का अधिकार होगा।
- 7 आपको वर्ष में सात दिन का आकस्मिक अवकाश ( Casual Leave ) व सात दिन बीमारीका अवकाश ( Sick Leave ) पूरे वेतन के साथ अधिकार होगा।
- 8 आपको यह अधिकार होगा कि आप एक हफ्ते में एक दिन वेतन सहित छुट्टी कर सकते हैं यदि आपने किसी एक हफ्ते में 3दिन कार्य किया है।
- 9 कर्मचारी राज्य बीमा ( ESI ) अधिनियम में दिये प्रावधानों के अर्न्तगत आपको और परिवार को मेडिकल इन्श्योरेंस ( ESI ) की सुविधा दी जायेगी। जिसके लिए आपको कुल अर्जित वेतन का 1.75 प्रतिशत हर महीने काट लिया जायेगा। आपको योगदान के रूप में आपको ( ESI ) कार्ड दिया जायेगा एवं नियमानुसार आपको बीमार पडने पर छुट्टियों का और गर्भावस्था के दौरान पैसा मिलेगा। अस्थायी या स्थाई रूप से अपंग होने पर भी पैसा मिलेगा। इसके अतिरिक्त उन सब चीजों का लाभ मिलेगा जो कि कर्मचारी राज्य बीमा अधिनियम में दिये गये हैं।
- 10 कर्मचारी भविष्य निधि और प्रकीर्ण उपलब्ध अधिनियम 1952 के अर्न्तगत आपको प्रोविडेंट फंड ( PF ) की सुविधा भी मिलेगी जिसके लिए आपके अर्जित वेतन के मूल ( BASIC ) का 12 प्रतिशत काट लिया जायेगा और आपके प्रोविडेंट फंड ( PF ) खाते में हर महीने जमा कराया जायेगा। कम्पनी भी अपनी ओर से उतना ही पैसा (12 प्रतिशत ) आपके ( PF ) खाते में जमा करायेगी।
- 11 ग्रेच्युटी पेमेन्ट एक्ट के अर्न्तगत कम्पनी आपको नौकरी छोड़ने पर ग्रेच्युटी ( Gratuity ) की सुविधा ग्रेच्युटी पेमेन्ट एक्ट के अर्न्तगत होगी।
- 12 आपकी आयु 58 वर्ष होने पर आपको कम्पनी द्वारा रिटायर कर दिया जायेगा।



- 13 जब तक आप इस कम्पनी में काम करते हैं आपको बिना कम्पनी की आज्ञा लिये दूसरी किसी कम्पनी में काम करने की इजाजत नहीं है।
- 14 आपको किसी भी समय एक काम पर से दूसरे काम एक विभाग में एक युनिट से दूसरी युनिट या एक पारी से दूसरी पारी स्थानान्तरित किया जा सकेगा।
- 15 आपको किसी भी समय कम्पनी की एक शाखा से दूसरी शाखा में बिना किसी मुआवजा के ( तब्दील ) स्थानान्तरण किया जा सकता है चाहे वहशाखा पहले से थी या आपकी नियुक्ति के बाद बनेगी।
- 16 यदि आप दस दिन के भीतर स्थानान्तरित स्थान पर उपस्थित नहीं होते तो यह माना जायेगा कि आपके अपनी स्वेच्छा से बिना नोटिस के हमारी नौकरी वे त्याग कर दिया है।
- 17 फैक्टरी में प्रवेश तथा बाहर जाते समय कम्पनी के सुरक्षा कर्मचारियों आपकी तलाशी लेन का पूर्ण अधिकार होगा। जिसके लिए आप कोई आपत्ति नहीं करेंगे।
- 18 वक्त और हाजिरी पाबन्दी बहुत जरूरी है। यदि बिना छुट्टी मंजूरी करवाये आपने कार्यस्थल से 8दिन अनुपस्थित रहेंगे या मौलिक अथवा बढ़ाए हुए अवकाश के बाद अनुपस्थित रहेंगे और वापस हाजिर होने की तारीख के 10दिन के भीतर नहीं लौटते तथा संस्थान को लिखित रूप में अनुपस्थिति का संतोषप्रद कारण नहीं देंगे तो आपकी नियुक्ति अपने आप ही खत्म हो जायेगी तथा यही समझा जायेगा कि आप स्वयं ही संस्थान की नौकरी छोड़ कर चले गये हैं।
- 19 आपको सौंपे गये तमाम औजार माल तथा सम्पत्ति के आप पूर्ण उत्तरदायी होंगे यदि आपकी लापरवाही या कार्य में सुस्ती, ढील के कारण उत्पाद को कोई क्षति अथवा हानि पहुंचती है या काम पिछड़ गया तो उसकी पूर्ति के लिए आप जिम्मेदार होंगे। आप अपने कार्य स्थान मशीन औजार आदि की सफाई के लिए जिम्मेदार होंगे।
- 20 जब कभी आप पर दुर्व्यवहार तथा अनुशासनहीन कार्य के बारे में कोई आरोप लगता है। और आपको उसके निर्णय तक निलम्बित करना पड़े तो उस काल का वेतन आपको इण्डस्ट्रियल एम्प्लोयमेंट स्टैंडिंग आर्डर एक्ट के सैक्शन 10ए के अनुसार मिलेगा।
- 21 किसी भी प्रकार का दुराचरण जैसे चोरी, गबन, घूस, झूठ, असभ्य व्यवहार किसी ठेकेदार या ग्राहक के साथ अपना कार्य करना कम्पनी में मना है। जिसको करने की सूरत में इसे संस्थान में लागू प्रमाणित स्थायी आदेशों की अवहेलना मानी जायेगी और आपके विरुद्ध अनुशासनात्मक कार्यवाही की जायेगी।
- 22 यदि आपके प्रार्थना पत्र व्यक्तिगत भेंट तथा अन्य किसी पत्र द्वारा दी गयी सूचना का ब्यौरा कभी भी झूठ, गलत सिद्ध हुआ तो आपको बिना मुआवजा अथवा नोटिस से हटाया जा सकता है।
- 23 क्योंकि फैक्टरी में फौरन आग पकड़ने वाले सात्वैन्ट प्रयोग किये जाते हैं अतः चारदीवारी के अन्दर सिगरेट बीडी लाना वर्जित है। इस आदेश का उलंघन करने पर आपके विरुद्ध अनुशासनात्मक कार्यवाही की जायेगी। जिसके अर्न्तगत आपको नौकरी से भी निकाला जा सकता है।
- 24 आपको काम धीरे चलाओ की नीति स्वयं अपनाने अथवा किसी कर्मचारी को ऐसा करने के लिए उकसाने का कोई अधिकार नहीं होगा। ऐसा करने की हालत में आपके विरुद्ध अनुशासनात्मक कार्यवाही की जायेगी। जिसके अर्न्तगत आपको नौकरी से भी निकाला जा सकता है।
- 25 आप हमारे पत्र तथा किसी आदेश निर्देश की दस्ती लेने से इनकार नहीं करेंगे। इनकार की सूरत में उसकी एक प्रति आपके कार्यस्थान या नोटिस बोर्ड पर लगा दी जायेगी। या पोस्टल सर्टीफिकेट द्वारा हमारे पास उपलब्ध पूर्व लिखित पते पर भेज दी जायेगी। और इसे आपके पास पहुंच कर पूर्ण प्रमाण माना जायेगा। प्रायः स्वभावगत इन्कार करने को दुर्व्यवहार माना जायेगा। जिसके विरुद्ध कार्यवाही की जायेगी जिसमें चेतावनी देना, निलम्बित करना, वेतन वृद्धि रोकना, न्यून पदस्थ कार्यमुक्त अथवा पदच्युत करना शामिल है।
- 26 कम्पनी के आदेश निर्देश तथा स्पेसिफिकेशन, लिखित मौखिक जो भी समय पर निर्धारित किए जायेंगे के अनुसार ही आपकी उत्पाद बनाना होगा। आप किसी भी प्रकार का उत्पाद बनाने में इन्कार नहीं करेंगे।
- 27 उपरोक्त शर्तों के अतिरिक्त कम्पनी में लागू समस्त नियम तथा सभी आदेश निर्देश व स्टैंडिंग आर्डर अस्थायी आदेश है। जो भविष्य में लागू किये जायेंगे। उनका पूर्णतया पालन करना होगा।

ऊपर लिखी शर्तें मैंने पढ़ ली है और भली भांति समझ ली है। इस पत्र की एक प्रतिलिपि मैंने ले ली है। और इम्लाई हैण्ड बुक प्राप्त कर ली।

हस्ताक्षर प्रबन्धक ( स्टाम्प )

दिनांक 02/05/2019

हस्ताक्षर ( कर्मचारी ) निशान अगूला

# R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW DELHI-110017

## BIO-DATA FORM

Post applied for EXECUTIVE Paycode: 561513  
Name in Capital Letter SUNIL KUMAR Card: 561513  
Father's/Husband's Name HIRA NAND Designation: EXECUTIVE  
Date of Birth 20/05/1991 Age Department: HR  
Sex Male Grade: Marital Status Unmarried  
Nationality Religion Hindu  
Region Ph.: 9416822552

### Present Address:

PLOT NO. C-390, PHASE- II, NEW PALAM VIHAR,  
GURGAON, HR 122017

### Permanent Address:

VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL- ATELI,  
MOHINDERGARH, HR 123021

Qualification

Technical Qualification

Language Known

### Experience

Total year of Experience

Salary: 24000.00

## **FAMILY MEMBERS**

NAME	DOB	RELATION
SANTRA DEVI	01/01/1959	MOTHER

Expected Salary:

Do You have any relative working in the company/unit?

If yes, give name:

Address of the responsible person

I declare that the information given by me in the application are correct and true the best of my knowledge and belief and nothing has been concealed therein intentionally. in case any information given above is found false in that case my candidature may be cancelled at any time and my service may be terminated

Place: GURGAON

Date: 02/05/2019

(Signature of Applicant)

श्री / श्रीमति / कुमारी

दिनांक 02/05/2019

कार्ड न० 561513

विभाग HR

पद EXECUTIVE

विषय : स्थाई नियुक्ति पत्र

महोदय, महोदया,

यह आपको नियुक्ति पत्र दिनांक 02/05/2019 के सन्दर्भ में है।

आपने अस्थाई/प्रबोधन काल पूर्ण कर लिया है। अतः प्रबन्धगण ने आपकी सेवाएं दिनांक 02/05/2019

से स्थाई कर दी हैं।

आपकी नियुक्ति की अन्य सभी शर्तें अपरिवर्तित रहेंगी।

कृपया इस नियुक्ति पत्र की प्रति पर हस्ताक्षर कर पावती दें।

कृते

अधिकृत हस्ताक्षरकर्ता

कर्मचारी हस्ताक्षर

Gross Wages

24000.00

Pay Code 561513

ESI No.

## EMPLOYEE INFORMATION FORM

SNO

PERTICULARS

1	Name	SUNIL KUMAR
2	F/H Name	HIRA NAND
3	Mother's Name	
4	Department	HR
5	Designation	EXECUTIVE
6	DOJ	02/05/2019
7	DOB	20/05/1991
8	Sex	Male
9	Marital Status	Unmarried
10	Height	
11	Religion	Hindu
12	Type of ID Proof	
13	Qualification	
14	Present Address	PLOT NO. C-390, PHASE- II, NEW PALAM VIHAR, GURGAON, HR 122017
15	Permanent Address	VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL- ATELI, MOHINDERGARH, HR 123021
16	ACCOUNT NO	50100337795342
17	Name of Nominee	
18	DOB For Nominee:	
19	Family Peticulars:	

S.No Name

Relationship

DOB/AGE

1 SANTRA DEVI

VILL- SAGARPUR, PO- DUL MOTHER

01/01/1959

Signature of the Employee

561513

कारखाना का नाम व पता

R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR, NEW I

मैं SUNIL KUMAR पुत्र / पुत्री / पत्नी श्री HIRA NAND

EXECUTIVE पद द्वारा घोषणा करता/ करती हूँ कि मेरे मृत्यु की अवस्था में

मेरा शेष अर्जित वेतन, व कारखाना अधिनियम के अर्न्तगत सवेतन अवकाश का भुगतान

श्री VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL- ATELI, MOHIND निवासी

जो मेरे / मेरी (सम्बन्ध) को भुगतान किया जाये।

यह नामांकन तब तक प्रभावी होगा, जब तक कि मेरे द्वारा परिवर्तन अथवा रद्द न किया जाये।

गवाह के नाम व पता

कर्मचारी के हस्ताक्षर / अंगूठा निशान  
वर्तमान पता

1.

2.

सेवा में,

प्रबन्धक ( कार्मिक एवं प्रशासन )

R.K.COMPUTER NEEDS

R-16, KHIRKI EXTENSION, MALVIYA NAGAR

दिनांक..... 02/05/2019

**विषय : पदग्रहण पत्र**

महोदय,

निवेदन इस प्रकार है कि मैं..... SUNIL KUMAR

पुत्र / पुत्री / पत्नी श्री..... HIRANAND

आज दिनांक..... 02/05/2019.....से आपकी कम्पनी में विभाग..... HR

के..... EXECUTIVE.....पद पर काम करने के लिए उपस्थित हूँ। अतः

श्रीमान जी से प्रार्थना है कि मुझे कार्य करने की अनुमति प्रदान करें। आपकी अति कृपा होगी।

धन्यवाद

अस्थाई पता:

स्थायी पता

अधिकृत हस्ताक्षरकर्ता

प्रार्थी हस्ताक्षर



# Employee's Provident Fund Scheme, 1952

Form-19(UAN)

(Application in cases where employee's complete details in Form 11(New), Adhar Number and Bank Account Details are available on UAN Portal and UAN has been activated)

## Mobile Number

9416822552

1 Universal Account Number(UAN)

2 Name(In Capital Letters) **SUNIL KUMAR**

3 Date of Leaving

4 Reason of Leaving Service

(Tick the appropriate for TDS purpose)

(a) Superannuation

(b) Cessation

(c) Resignation

(d) Disablement

(e) Termination

a Ill health

b Contraction/  
Discontinuation of  
Employer's Business

c Cause Behind the control  
of employee

d Personnel reasons

(f) Marriage

(g) Permanert settlement abroad

5 Permanent Account Number (PAN)

**BSUPK9042D**

Whether submitting from 15G/15H, if applicable (YES?NO)

Please enclosed two copies of Form No 15G/15H, if applicable

**Only in case of service less then 5 years**

6 Full Postal Address

VILLAGE : VILL- SAGARPUR, PO-  
POST : DULOTH JAT, TEHSIL-  
DIST : ATELI, MOHINDERGARH,  
STATE : HR 123021  
PIN CODE :

I certify that I have gone through the data seeded in UAN Portal and found all the data including form no 11 (New), bank account details and Aadhar Number

Please make payment in the bank account mentioned in the UAN portal, A cancelled cheque( containing members name, bank account number and IFSC Code) is attached herewith.

**Signature of the Member**



## Employee's Provident Fund Scheme, 1952

### Form-19(UAN)

(Application in cases where employee's complete details in Form 11(New), Adhar Number and Bank Account Details are available on UAN Portal and UAN has been activated)

**Mobile Number** 9416922552

1 Universal Account Number(UAN)

2 Name(In Capital Letters) SUNIL KUMAR

3 Date of Joining 02/05/2019

4 Date of Leaving

VILLAGE :  
POST :  
DIST :  
STATE :  
PIN CODE :

VILL- SAGARPUR, PO-  
DULOTH JAT, TEHSIL-  
ATELI, MOHINDERGARH,  
HR 123021

I certify that I have gone through the data seeded in UAN Portal and found all the data including form no 11 (New), bank account details and Aadhar Number

Please make payment in the bank account mentioned in the UAN portal, A cancelled cheque( containing members name, bank account number and IFSC Code) is attached herewith.

**Signature of the Member**



**"Form No 15G**

See Section 197A(1),197A(1A) and rule 29C

**Declaration under section 197A(1) and section 197A(1A) of the income-tax Act, 1961 to be made by n individual or a person(not being a company or firm) claiming certain receipts without deduction of tax.****PART 1**1. Name of Assessee (Declarant)  
SUNIL KUMAR

2. PAN of the Assessee BSUPK9042D

3. Assessment Year  
(for which declaration is being made)

4. Flat/Door/Block No.

5 Name of Premises

6. Status

7. Assesses in which Ward/Circle

8 Road/Street/Lane

9. Area /Locality

10.AO Code(under whom assessed last time)

11.Town/City/District

12.State

13. PIN

Area Code

AO Type

Range Code

AO No.

15. Email

16. Telephone No.(with STD Code) and Mobile No

9416822552

17. Present Ward/Circle

19. Name of Business/Occupation

18. Residential Status(with in the meaning of Section 6 of the income Tax Act,1961)

21. Jurisdictional Chief Commissioner of income-tex or Commissioner of income-tax(if not assessed to income-tax earlier)

20. Present AO Code(if not same as above)

Area Code

AO Type

Range Code

AO No.

22.Estimated total income from the source mentioned below:

(Please tick the relevant box)

Divided from shares referred to in Schedule I Interest on Securities referred to in schedule II interest on Sums referred to in Schedule iii Income from units referred to in Schedule iv 

23. Estimated total income of the previous year in which income mentionaed on column 22 is to be included

24.Details of investments in respect of which the declaration is being made:

**SCHEDULE-I****(Details of shares,which stand in the name of the declaration and beneficially owned by him)**

No. of shares	Class of shares & face value of each share	Total value of shares	Distinctive numbers of the shares	Date(s) on which the shares were acquired by the declarant(dd/mm/yy)
		NA		

**SCHEDULE-II****(Details of securites held in the name of the declaration and beneficially owned by him)**

Description ofsecuritie	Number of securities	Amount of Securities	Date(s) of securities(dd/mm/yyyy)	Date(s) on which the securities were acquired by the declarant(dd/mm/yy)
		NA		

**SCHEDULE-III****(Details of the sums given by the declaration on interest)**

Name and address of the person to whome the sum are given on interest	Amount of sums given on interest	Date on which the sums were given on interest(dd/mm/yyyy)	Period for which sum were given on interest	Rate of interest
		NA		

**SCHEDULE-IV****(Details of the mutual fund units held in the name of declarant and beneficially owned by him)**

Name and address of the mutual fund	Number of Units	Class of units and face value of each unit	Distinctive number of units	Income in respect of units
		NA		

**SCHEDULE-V****(Details of the withdrawal made from National Saving Scheme)**

Particulars of the Post Office where the account under the National Saving Scheme is maintained and the account number	Date on which the account was	The amount withdrawl from the account

\*\*Signature of the Declarant

**Declaration/Verification**

\*I/We SUNIL KUMAR do hereby declara that to the best of \*my/our knowledge and belief what is stated above is correct, complete and is truly stated.\* I/We declare that the incomes referred to in this from are not includible in the total income of any other person u/s 60 to 64 of the income-tax Act,1961.\* I/We furture, declare that the tax on my/our estimated total income,including income/incomes referred to in column 22 above, computed in accordance with the provision of the income tax-Act, 1961, for the previous year ending on \_\_\_\_\_ relevant to the assessment year \_\_\_\_\_ not will exceed the maximum amount which is not chargeable to income-tax

Place:

Date: 02/05/2019

Signature of the Declarant

**PART II****[ For use by the person to whome the declation is finished]**

- Name of the person responsible for paying the income referred to in column 22 of Part1
- PAN of the person indicated in column 1 of Part II
- Complete Address
- TAN of the person indicated in column 1 of Part II
- Email
- Telephone No.(with STD Code) and Mobile No.
- Status
- Date on which Declaration is Furnished(dd/mm/yyyy)
- Period in respect of which the dividnt has benn declared or the income has been paid/credited
- Amount of income paid
- Date on which the incomehas been paid/credited(dd/mm/yyyy)
- Date of declaration,distribution or payment of dividend/withdrawl under the National Saving Scheme(dd/mm/yyyy)
- Account Number of National Scheme from which withdrawl has been made

Fowarded to the Chief Commissioner of Income-Tax \_\_\_\_\_

Place:

Date:

Signature of the person responsible for paying the income referred to in column 22 of Part 1

Notes:

- 1 The declaration should be furnished in duplicate
- 2 Delete whichever is not applicable
- 3 Declaration can be furnished by an individual under section 197A(1) and a person (other than a company or a firm) under section 197A
- 4 Indicate the capacity in which the declaration is furnished on behalf of a HUF, AOP, etc
- 5 Before signing the declaration/verification, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making the false statement in the declaration shall be liable to prosecution under 277 of the income tax act, 1961 and on conviction be punishable
  - i) In a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than 6 months but which may extend to seven years and with fine
  - ii) in any other case, with rigorous imprisonment which shall not be less than 3 months but which may extend to two years and with fine
- 6 The person responsible for paying the income referred to in column 22 of Part 1 shall not accept the declaration where the amount of income of the nature referred to in sub-section(1) or sub-section (1A) of section 197 A or the aggregate of the amount of such income credited or paid or likely to be credited or paid during the previous year in which such income is to be included exceeds the maximum amount which is not chargeable to tax

**Payment of Gratuity**  
(see Sub-Rule(1) of Rule 6)

**FORM 'F'**  
**NOMINATION**

1. Shri/Smt. Kun SUNIL KUMAR  
(Name in Full)

Whose particulars are given in the statement below hereby nominee the person(s) mentioned below receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount of gratuity shall be paid in reparation indicated against the name(s) of the nominee(s).

2. I hereby certified that the person(s) mentioned is/are member(s) of my family within the meaning of clause (h) of section 2 the payment of Gratuity

3. I hereby declare that i have no family with in the meaning of clause(h) of section 92 of the said Act.

4. (a) My Father/Mother/Parents is/are not depended on me

(b) My Husband's/ Father/Mother/Parents is/are not dependent on my husband

5. I have excluded my husband from my family by notice dated that \_\_\_\_\_ to the controlling Authority in terms of the prevision to clause(h) of section (2) of said Act.

6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
SANTRA DEVI VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL-	MOTHER	01/01/1959	100.00

**STATEMENT**

- 1. Name of the Employee in Full SUNIL KUMAR
- 2. Sex Male
- 3. Religion Hindu
- 4. Wether unmarried/married/widow/widower Unmarried
- 5. Department/Branch/Section Where employed HR
- 6. Post held with Ticket of Serial No. if Any EXECUTIVE
- 7. Date of Appointment 02/05/2019
- 8. Permament Address VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL- ATELI, MOHINDERG,  
Village Post Office  
City State

CANNOT BE USED AS LEGAL DOCUMENT  
SPECIMEN COPY

Signature of Employee

Place

Date 02/05/2019

**DECLARATION BY WITNESS**

Nominee Signed/Thumb impressed before me

Name in Full and Full Address of witness

Signature of Witness

- 1. 1.
- 2. 2.

Place

Date 02/05/2019

**CERTIFICATE BY EMPLOYER**

Certified that the Particulars of the above nomination has been varified are recorded in this establishment

Employer's Reference NO. if any

Signature of the employer/office authorised authority  
Name and address of the Establishment

**ACKNOLEDGEMENT BY EMPLOYEE**

Formed the duplicate copy of nomination in form'F filled me duly certified :

Date: 02/05/2019

Signature of the Employee

**NOMINATION AND DECLARATION FORM****FORM-2(REVISED)****FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS**

Declaration and Nomination Form under the Employee's Provident Funds & Employee Pension Scheme (Paragraph 33 & 61 (1) of the Employee's Provident Fund Scheme, 1952 & Paragraph 18 of the Employee's Pension Scheme, 1995)

1. Name **SUNIL KUMAR** 2. Father/Husband's Name **HIRA NAND**  
3. Date of Birth **20/05/1991** 4. Sex **Male**  
5. Marital Status **Unmarried** 6. Date of Joining **02/05/2019**  
7. Address 8. Account No **50100337795342**
- I. Permanent  
VILL- SAGARPUR, PO- DULOTH  
JAT, TEHSIL- ATELI,  
MOHINDERGARH. HR 123021  
Type of ID Proof  
ID NO
- II. Temporary  
PLOT NO. C-390, PHASE II, NEW  
PALAM VIHAR, GURGAON, HR

**PART-A(EPF)**

I hereby nominate the person(s)/cancel the nomination made by the previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employee's Provident, in the event of the death

Name of the Nominee/Nominees	Address	Nominees relationship with the member	Date of Birth	Total Amt. of share of accumulations in Provident Fund to each	if the Nominee is a mirror name & relationship & address of the guardian who may receive the amount during the
1	2	3	4	5	6
SANTRA DEVI	VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL-	MOTHER	01/01/1959	100.00	

1. Certified that i have no family as defined in para.2(g) of the Employee's Provident Fund Scheme 1952 and should acquire a family tereeafter the above nomination should be deemed as cancelled.

2. Certified that my father/mother is/are dependent upon me.

Signature or thumb impression of  
the subscriber

**PART-B(EPS)****(Para 18)**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children Pension in the event of my death

S.NO	Name & Address of the family	Address	Date of Birth	Relationship with member
1	2	3	4	5
1	SANTRA DEVI	VILL- SAGARPUR, PO- DULOTH JAT	01/01/1959	MOTHER

Certified that i have no family, defined in para 2(VII) of employee's Pension Scheme ,1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

i hereby nominate the following person for receiving the monthly widow pension(admissible under 16(2) a (1)& (11) in the event of my death without leaving any eligible family member of receiving pension

NAME & ADDRESS OF THE NOMINEE	DATE OF BIRTH	RELATIONSHIP WITH THE MEMBER
SANTRA DEVI VILL- SAGARPUR, PO- DULOTH JA	01/01/1959	MOTHER

**DATE :** 02/05/2019

Strike out whichever is not applicable

Signature or thumb impression of the subscriber

**CERTIFICATE BY EMPLOYER**

Certificate that the above declaration and nomination has been signed/thumb impression before me by  
Shri/Smt/Kum \_\_\_\_\_ Employed in my establishment after he/she  
has read the entry/entries has been read over to him/her by me and got confirmed by him/her

Place:

Signature of the employer or other authorised

Dated: 02/05/2019

Officers of the establishment

Designation:

Name and address of the factory/Establishment

**Employees' Provident Fund Organization**  
**THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952 (PARAGRAPH-34 & 57) &**  
**THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)**

1. Name of the member	SUNIL KUMAR	
2. Father's Name / Spouse's Name (Please tick whichever is applicable)	HIRA NAND	
3. Date of Birth:(DD/MM/YYYY)	20/05/1991	
4. Marital Status	Unmarried	5. Gender: Male
6. (a) Email ID: (b) Mobile No.	9416822552	
7. Whether earlier a member of Employees' Provident Fund Scheme 1952	Yes	No
8. Whether earlier a member of Employees' Pension Fund Scheme 1952	Yes	No
<b>9. Previous Employment details :[if Yes to 7 AND/OR 8 Above]]</b>		
(a) Universal Account Number		
(b) Previous PF Account Number:		
(c) Date of Exit From previous employment:(DD/MM/YYYY)		
(d) Scheme Certificate Number(if issued)		
(e) Pension Payment Order(PPO) No. (If issued)		
10. (a) International Worker	Yes	No
(b) If yes state the country of origin(india/ Name of other country)		
(c) Passport Number		
(d) Validity of Passport[(DD/MM/YYYY) to (DD/MM/YYYY)]		
To		
<b>11. KYC Details:(attach self attested copies of following KYCs)</b>		
(a) Bank Account Number & IFS Code	50100337795342	HDFC0000485
(b) Aadhar Number	889052221373	
(c) Permanent Account Number(PAN) if available	BSUPK9042D	

**Undertaking**

1. Certify that the particulars are true to the best of my knowledge.
2. I authorize EPFO to use my aadhar for verification/authentication/eKYC purpose for service delivery
3. Kindly transfer the fund and service details,if applicable from the previous account as declare above to the present PF Account (The transfer would be possible only if the identification KYC details approved by previous employer has been verified by present employer using his Digital Signautre Certificate)
4. In case of changes in above details , the same will be intimated to employer at the earliest

Date: 02/05/2019

Place:

Signature of Member

**DECLARATION BY PRESENT EMPLOYER**A. The member Mr./Ms/Mrs. **SUNIL KUMAR** has joined on **02/05/2019** and has been allotted PF number

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

\* (Post allotment of UAN) The UAN allotted for the member is

\* Please Tick the Appropriate option

The KYC details of the above member in the UAN database

Have not been uploaded

Have been uploaded but not approved

Have been uploded and approved with DSC

C. In case person was earlier a member of EPF Scheme, 1952 and EPS, 1995

\* The above PF Account Number/UAN of the member as mentioned in(A) above has been tagged with his/her UAN/  
Previous Member ID as declared by member

\* Please Tick the Appropriate Option:-

The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal  
 As the DSC of establishment are not registered with EPFO, the member has been informaed to file physically claim(form-13) for transfer of funds from his previous establishment

Date:

SIGNATURE OF EMPLOYER WITH SEAL OF ESTABLISHMENT



**NOMINATION FORM  
(FORM-D)**

1. Sh. /Sht. **SUNIL KUMAR** whose particulars are given in the statement given below. I hereby require that in the event of my death before resuming work the balance of my pay due for the period of leave with wages not availed of shall be paid to my nominee mention as under

2. Nomination made here in invalidates my previous nomination

S.No.	Name in full	Address in full	Relationship with Employee	Age of Nominee	Production which the
1	SANTRA DEVI	VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL- ATELI, MOHINDERGARH, HR 123021	MOTHER		01/01/1959

**STATEMENT**

Name of the Employee in Full      SUNIL KUMAR

Name of Father                        HIRA NAND

Sex                                         Male

Religion                                 Hindu

Whether Unmarried/Married      Unmarried

Department/Branch/Section Where Employed

Designation                            EXECUTIVE

Category

Date of Appointment                02/05/2019

Wages                                     24000.00

Village

P.O

City

State

Date

Signature/Thumb of the Employee

**(DECLARATION BY THE WITNESS)**

**Nomination Signed /Thumb-Impressed before me**

Name in Full & Address of the Witness

Signature of Witness

1

1

2

2

Place:

Dated: 02/05/2019

Certified by the employer

Certificate that the particulars of the above nomination have been varified and recordin this establishment

Employer's Reference No.....if any

Signature of the Employer

Dated: 02/05/2019

Designation

**Add. Stamp Of the Factory**

**ACKNOWLEDGEMENT BY THE EMPLOYEE**

Received the duplicate copy of nomination in form 'D' filed by me and duly certified by the employee

Dated: 02/05/2019

Signature of the Employer

CANNOT BE USED AS LEGAL DOCUMENT SPECIMEN COPY

घोषणा पत्र  
DECLARATION FROM

विनियम 11 व 12  
REGULATION 11 & 12

FORM 1

केवल उसी स्थिति में भरा जाना है यदि कर्मचारी पहले बीमांकित न हुआ  
(To be filled in only if the employee has not insured earlier)

(क) बीमांकित व्यक्ति के विवरण  
(A) INSURED PERSON'S PARTICULARS

(ख) नियोजक के विवरण  
(B) EMPLOYER'S PARTICULARS

1. Insurance No. बीमा संख्या		2. Name (in block letters) SUNIL KUMAR नाम (स्पष्ट अक्षरों में)	
3. Father/Husband Name HIRA NAND पिता / पति का नाम		4. Date of Birth दिन महीना वर्ष 5वैवाहिक विवाहित/ जन्म तिथि Day Month Year प्रस्थिति अविवाहित	
7. Present Address /वर्तमान पता PLOT NO. C-390, PHASE- II, NEW PALAM VIHAR, GURGAON, HR 122017		8. Permanent Address स्थायी पता VILL- SAGARPUR, PO- DULOTH JAT, TEHSIL-ATELI, MOHINDERGARH, HR 123021	
Pin Code टेलिफोन नम्बर/ ई मेल पता		Sex पु/म	
शाखा कार्यालय Branch Office		औषधालय Dispensary	

9. Employer's Card No बीमा संख्या			
10. Date of Appointment नियुक्ति की तारीख	दिन Day	महीना Month	वर्ष Year
11. Name & Address of the Employer नियोजक का नाम और पता			
12. In case of any previous employment please fill up the details as under यदि पहले नियोजक में रहे हैं तो कृपया निम्नलिखित ब्योरा दीजिए			
13. Previous Ins.No पिछला बीमा संख्या			
(b) Empls. Code no शाखा कार्यालय		561513	
(c). Name & Address of the Employee नियोजक का नाम और पता			
टेलिफोन नम्बर/ ई मेल पता			

ग) मृत्यु की स्थिति में नकद हितलाभ के लिये क.रा.बी.अधिनियम 1948 की धारा 71/क.रा.बी.(केन्द्रीय) नियम 1950 के 56(2) के अर्न्तगत नामिति के ब्योरे।  
(c) Details of the Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules 1950 for payment cash benefit in the event of death

नाम / Name	नातेदारी / Relationship	पता / Address
------------	-------------------------	---------------

मैं एतद् द्वारा घोषणा करता / करती हूँ कि मेरे द्वारा प्रस्तुत किए गये विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार में सदस्यों के हुए परिवर्तन की सूचना 15दिन के भीतर प्रस्तुत करने का वचन भी देता / देती हूँ।

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family with in 15 days of such charges

नियोजक के प्रतिहस्ताक्षर

Counter Signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर / अंगूठा निशान

सील सहित हस्ताक्षर

Signature with seal

Signature /T.I. of IP

(D) Family particulars of Insured Person

क्रम सं S.No.	नाम Name	फार्म भरने की तारीख को आयु/ जन्म तिथि Date of Birth/Age as on Date of Filling	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं ? बताएं Whether Residing with his/her, Say	यदि नहीं तो आवास का स्थान दर्शाएं If, No State Palce Of Residence
1	SANTRA DEVI	01/01/1959	MOTHER	YES	

क.रा.बी. निगम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity card

(नियुक्ति की तारीख से 3महीने तक वैध)  
(Valid for 3 Months from the date of Appointment)

नाम / Name बीमा संख्या Ins.No शाखा कार्यालय Branch office नियोजक कूट संख्या व पता Employer's Card No & Address वैधता Validity	
---	--

--

तारीख

Date 02/05/2019

बीमाकृत व्यक्ति के हस्ताक्षर / अंगूठा निशान

Signature/T.I of I.P.

सील सहित शाखा प्रबन्धक के हस्ताक्षर

Signature of B.M with seal

## INSTRUCTIONS

- 1 फार्म-1 का प्रेषण क.रा.बी. ( साधारण ) विनियम, 1950 के विनियम 11 व 12 के अर्न्तगत विनियम किया जाता है।  
**Submission of Form-1 is governed by regulation 11& 12 of ESI(Central Regulations, 1950)**
- 2 "कुटुम्ब" से किसी बीमाकृत के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-अर्थात:-(1) विवाहिती (2)बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवस्थक आश्रित बालक (3)कोई बालक जो बीमाकृत व्यक्ति के उपार्जनो पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री (4) कोई बालक जो किसी शारीरिक अथवा मानसिक असमान्यता या चोट के कारण शिथिलांग रहने तक बीमाकृत व्यक्ति के उपार्जनो पर पूर्णतः आश्रित है (5) आश्रित माता-पिता (ब्योरा हेतु क.रा.बी. 1948 की धारा 2 के खंड 11 को देखें )  
**"Family" means allow any of the following relative of an insured Person Namely:**  
**(i) a spouse (ii) a mirror legitimate or adopted child dependent upon the I.P..(iii) a child who is wholly dependent on the earning of the I.P. and who is (a) receiving education, till be or she attains the age 21 years (b) an unmarried daughter. (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P.. as long as the infirmity continues.(v) dependent /parents(Please see section 2 clause 11 or the ESI Act 1948 for details)**
- 3 पहचान-पत्र अहस्तांतरणीय है।  
**Identity card is Non-Transfferable.**
- 4 पहचान-पत्र गुम होने की स्थिति में / नियोजक शाखा प्रबन्धक को तत्काल सूचित किया जाए।  
**Loss of the Identity card be reported to Employer/Branch Manger Immediately**
- 5 किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम 1948 की धारा 84 के तहत कानूनी कार्यवाही की जा सकती  
**Submission of false information attracts penal action under action 84 of ESI Act. 1948**
- 6 नई नियुक्ति की स्थिति में भली-भाँति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है  
**This form duly filled in must reach the concerned Brach Officer with in 10 Days of appointment of the Employee.Delay attracts penal action under section 85 of the Act. Against Employer.**
- 7 बीमाकृत व्यक्ति व उसके परिवार के आश्रितजन अंशदायी शर्तें पूरी करने पर निम्नलिखित हितलाभ प्राप्त कर सकेंगे।  
(1)बीमारी हितलाभ (2)अस्थायी निःशतता हितलाभ (3) स्थायी निःशतता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (केवल महिला कार्यकारी के लिए)  
**as in insured panel you and your dependant family perents are either to full medical care from today itself. The other benefits in case includes(1) Sicknes Benefits (2) Temporaty Disabiment benifits (3) Permanent Disabiment Benifits (4) Dependents Benefits (5)Matonity Benefits and (in case of woman employees sub to fullfillment of contributory conditions)**
- 8 अधिक जानकारी के लिए कृपया वेबसाइट [www.esic.org](http://www.esic.org) देखें या शाखा कार्यालय से सम्पर्क करें।  
**For more details please contact website of ESCI at [www.esic.org](http://www.esic.org) or contact Regional Office or Branch office**

केवल शाखा कार्यालय के प्रयोग हेतु

**For Branch office use only**

- 1 बीमा संख्या आबंटन की तारीख:-  
**Date of the Appointment of ins. 02/05/2019**
- 2 अ.पह. पत्र जारी करने की तारीख:-  
**Date of Issue of T.I.C :**
- 3 औषधालय का नाम:-  
**Name/No. of Disp.: SUNIL KUMAR**
- 4 क्या अन्य चिकित्सा व्यवस्था उपलब्ध है ? यदि हाँ तो उल्लेख करें:-  
**Whether recipiroical Medical arrangement involved. if yes Please Indicate**

शाखा प्रबन्धक के हस्ताक्षर  
**Signature of Branch Manager**

क्रम सं S.No.	नाम Name	फार्म भरने की तारीख को आयु/ जन्म तिथि Date of Birth/Age as on Date of Filling Form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं ? बताए Whether Residing with his/her, Say हाँ / Yes नहीं / No	यदि नहीं तो आवास का स्थान दर्शाए If, No State Palce Of Residence कस्ब Town राज्य / State
1	SANTRA DEVI	01/01/1959	MOTHER	Yes	