



DGM (PAY)

Bokaro Steel Plant  
Finance & Accounts Division

**Monthly Attendance Report for the Processing Month :**

**Department –**

**File No.-**

**Accts/Pay/C&IT/S-12**

Sl. No.	Staff No. & Name	Duty Days	Tour Trg.	W/OFF		C/L	R/H	Closed SPL-LV	E/L	COMM	HPL	EX-WG	ACTING			Short Hrs.	Night Shift	ELIG INC	ELIG REW	O.T. Single	O.T. Double	IR IND	ASSM	DISP CODE
				Regular	E/L								Days 1	Days 2	Days 3									
(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)

**FOOT NOTE:-**

- Col 4 Total tour/training days to be reported here
- Col 9 will include SP cl/blood donation/ injury leave/ col NH etc.
- Col 14 Acting days in same grade.
- Col 15 Acting days in 1 grade higher.
- Col 16 Acting days in 2 grade higher.
- Col 19 Out of days in col 4 & 9 no. of days eligible for incentive to be reported this column.
- Col 20 Out of days in col 4 & 9 no. of days eligible for reward to be reported this column.
- Col 23 "W" for no incentive/reward payment "S" for no reward but incentive to be curtailed by 7 days clause.
- Col 24 out "N" if assumption not to be paid otherwise leave blank.
- Col 25 Discipline code to be filled up only in case of change required or for new joining cases only for payment of incentive/reward.

N.B. File no is live character field, first three characters are deptt. code, rest two characters running serial no within the deptt.

Prepared by

Checked by

Controlling officer