

19...../31st December , 19.... :

Signature of Manager :

Date :

Explanatory Note :-

The average daily number should be calculated by dividing the aggregate number of attendance on working days by the number of working days during the half-year. In reckoning attendance, attendance by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or under contractors.

Attendance on separate shifts (e.g., night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause, and days on which the manufacturing processes were not carried on should not be treated as working days. Partial attendance for less than half a shift on a working day should be ignored, while attendance for a half a shift or more on such day should be treated as full attendance.