

**FORM- XVI**  
**1[SEE RULE 78 (A), (I)]**  
**REGISTER OF ATTENDANCE**

<b>Name &amp; Address of Contractor</b>	Simran Enterprises SCO-10, 2nd floor, Sector 10 A, Gurugram (HR)
<b>Name &amp; Address of Establishment in/under which contact is carried on</b>	DHL Supply Chain India Pvt. Ltd. Plot No-C-39, Ground Floor, Okhla Industrial Area Phase-11, New Delhi-110020
<b>Nature of location of work</b>	MAN POWER SUPPLY in DHL Supply Chain India Pvt. Ltd. Plot No-C-39, Ground Floor, Okhla Industrial Area Phase-11, New Delhi-110020
<b>Name &amp; Address of Principal Employer</b>	DHL Supply Chain India Pvt. Ltd. Plot No-C-39, Ground Floor, Okhla Industrial Area Phase-11, New Delhi-110020

Attendance PERIOD																																																				
Employee Code	Employee Name	Month	Date of Joining	Date of Leaving	Agency	Region	Warehouse	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	Present	Absent	Out Door	CompOff	WeekOff	Holiday	Total Leave	Short Leave	WFH	LWP	Paid Days	Total	Remarks	
3562002587	Surendra Paswan	Sep-22	9-Jul-2015		Simran Enterprises	North	DEL Okhla C-39 Phase-II, WH-Shared	WW	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	25	0	0	0	5	1	0	0.0	0	0	26.0	31	OK

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Approved by: [Signature]