

FORM-VIII (A)

[(See rule 64)]

ATTENDANCE REGISTER-CUM-MUSTER ROLL

(The attendance register-cum-muster roll can also be maintained ~~in~~ electronically capturing, inter-alia the following details)

							For the Month of..... , year 20.....										
Name of Establishment:																	
Name of the Employer/owner:																	
Labour Identification Number (LIN)/Registration Number of Establishment																	
1.	Serial Number																
2.	Employee Code																
3.	Name																
4.	Designation																
5.	Shift or relay																
6.	Place of work/department/section																
7.	Date and timings of In and Out																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	IN																
	OUT																
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	IN																
	OUT																
8.	Total number of days worked																

9.	Total number of extra hours worked	
10.	In case of tour or assignments outside the work place suitable entries may be made	
11.	Signature of Register keeper	