|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYEE NAME: | ...................................................................................... | TITLE | ......................................... |
| SECTION |  | SUPERVISOR |  |
| FROM: | ...................................................................... | TO: | ............................................ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **ACTIVITY/PRODUCT** | **WORKING HOURS** | **STATUS** | **QTY** | **REMARK** |
|  |  | Regular  Overtime | Complete  Not completed |  |  |
|  |  | Regular  Overtime | Complete  Not completed |  |  |
|  |  | Regular  Overtime | Complete  Not completed |  |  |
|  |  | Regular  Overtime | Complete  Not completed |  |  |
|  |  | Regular  Overtime | Complete  Not completed |  |  |
|  |  | Regular  Overtime | Complete  Not completed |  |  |
|  |  | Regular  Overtime | Complete  Not completed |  |  |

***Note:*** *For overtime proposal, fresh Job card should be submitted to the Head of Department through the recommendation of respective Managers.*

Authorized by:.................................................................................................Date:.........................................................

(Name & Signature)