



CS FORM 48: DAILY TIME RECORD

For the month of _____ 2020

| Arrival | | 8:00 a.m. | | 1:00 p.m. | |
|-----------|----|------------|----|-----------|---------|
| Departure | | 12:00 noon | | 5:00 p.m. | |
| Date | IN | OUT | IN | OUT | REMARKS |
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I hereby certify that the above is true and correct report of the hours of work performed, record of which was made at the time of arrival and departure from the Office.

Signature of employee

Verified as to prescribed office hours

In-Charge

Received by: _____

Date: _____



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