

STAFF ATTENDANCE REGISTER / MONTHLY MUSTER ROLL

For Indian shops & retail establishments | Maintained under the Shops and Establishments Act | Template by Rotabook

Shop Name: Month / Year:

Standard working hours per day (overtime counts beyond this): 9 Yellow cells are for you to fill in. Days Present, OT Hours and Leaves total automatically.

Status codes: P = Present A = Absent WO = Weekly Off NH = National Holiday L = Leave (paid) H = Half Day

Emp ID	Employee Name	Designation		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	Days Present	OT Hours	Leaves	Employee Signature	
E01	Latha (sample row, overwrite)	Sales Assistant	In	9:30	9:30		9:30	9:30																															
			Out	20:00	19:00		21:00	20:00																															
			Status	P	P	WO	P	P	L																														
			In																																				
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How to use this register

1. Fill the yellow cells: Shop Name, Month/Year, and your standard hours per day.
2. For each employee, enter daily In and Out times and a Status code (use the dropdown in the Status row).
3. Days Present, OT Hours and Leaves calculate automatically. OT = hours worked beyond your standard day, paid at 2x under most state Shop Acts.
4. To add staff, copy any 3-row block (In / Out / Status) and paste below. The formulas adjust on their own.
5. Get every employee to sign. A register without signatures carries little weight in a labour inspection.

Compliance note: keep completed registers for at least 5 years (the standard the new Labour Codes are moving toward). This template is a practical starting point, not legal advice. Confirm the prescribed form for your state's Shops and Establishments Act.