

# --ইউজার ম্যানুয়াল--

## ওভারটাইম ম্যানেজমেন্ট সিস্টেম



## Table of Contents

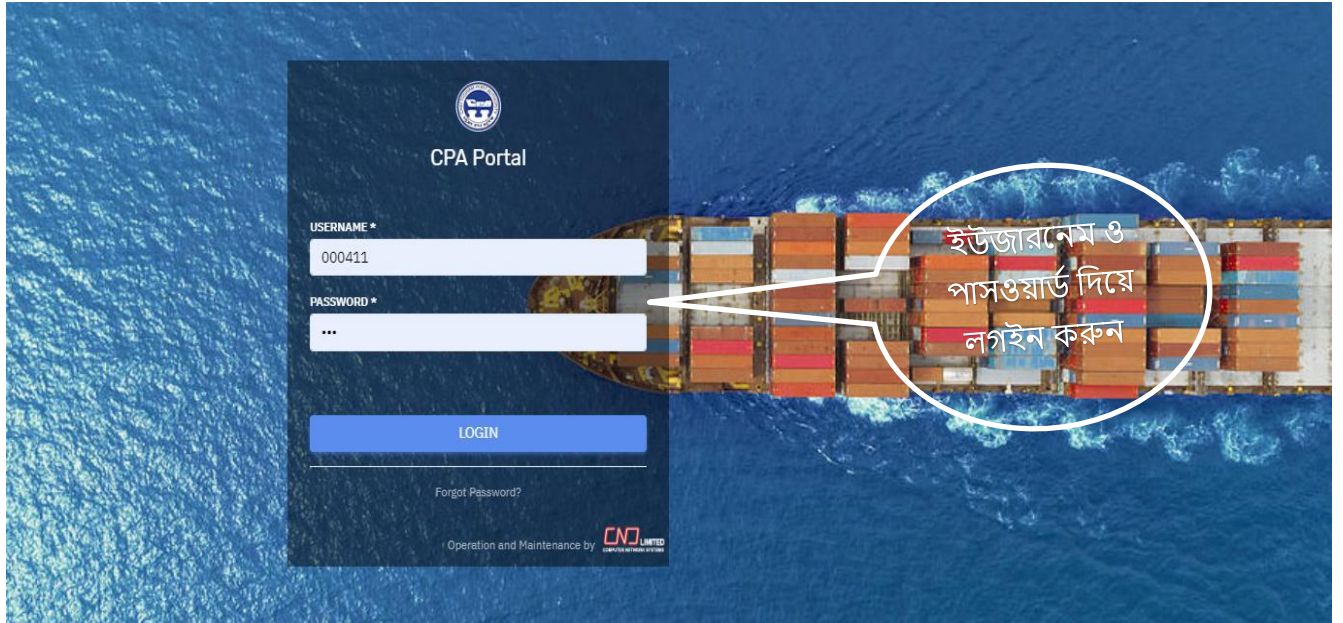
|                                               |    |
|-----------------------------------------------|----|
| ওভারটাইম বুকিং.....                           | 3  |
| ১। লগইন.....                                  | 3  |
| ২। ড্যাসবোর্ড.....                            | 4  |
| ৩। MONTH SLAB রেজিস্টার.....                  | 5  |
| ৪। রোস্টার গ্রুপ.....                         | 8  |
| ৫। এডিট রোস্টার গ্রুপ.....                    | 11 |
| ৬। রোস্টার গ্রুপ ডিটেইলস.....                 | 12 |
| ৭। ওভার টাইম বুকিং.....                       | 15 |
| ওভারটাইম অ্যাপ্রুভাল.....                     | 17 |
| ১। লগইন.....                                  | 17 |
| ২। ওভারটাইম তথ্য যাচাই করণ.....               | 18 |
| ৩। অনিবন্ধিত ওভারটাইম.....                    | 20 |
| ৪। প্রকৃত ওভারটাইম.....                       | 21 |
| ৫। ওভারটাইম প্রসেস.....                       | 23 |
| ৩। রিপোর্ট.....                               | 25 |
| ৩.১। রিপোর্ট সিলেক্ট করুন.....                | 26 |
| ৩.২। Monthly Overtime Bill রিপোর্ট.....       | 27 |
| ৩.৩। Monthly Overtime Attendance রিপোর্ট..... | 28 |
| ৩.৪। Overtime Register রিপোর্ট.....           | 29 |
| ৩.৫। Over Time Bill Summary রিপোর্ট.....      | 30 |
| ৩.৬। Roster Register রিপোর্ট.....             | 30 |

## ওভারটাইম বুকিং

CPA Overtime Management System টি Mozilla Firefox/ Google Chrome ইত্যাদি ব্রাউজার এর মাধ্যমে ব্যবহার করা যাবে। CNS Ltd. এর সরবরাহকৃত URL টিতে প্রবেশ করে Overtime সংশ্লিষ্ট কাজ করতে পারবেন।

### ১। লগইন

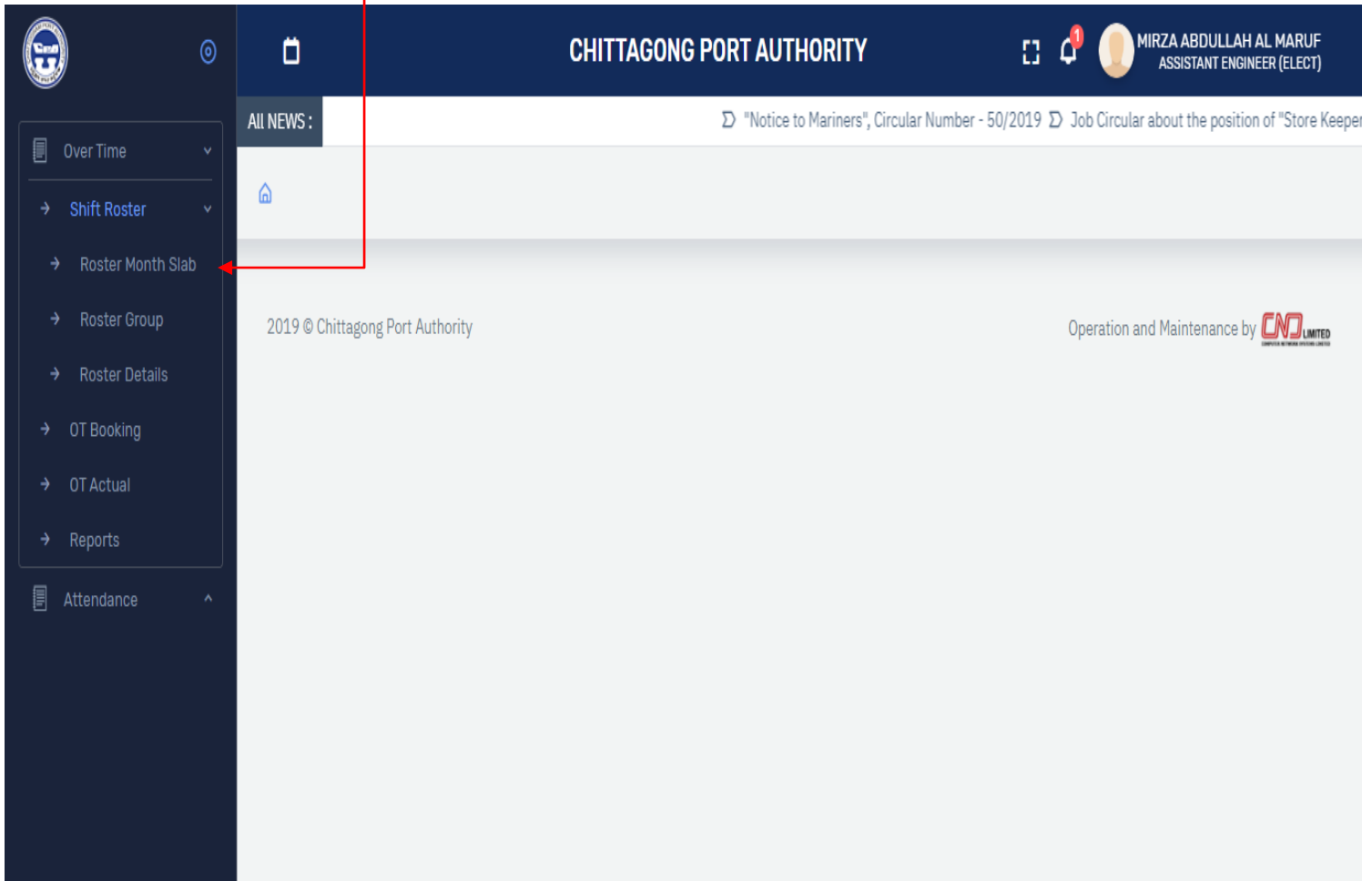
ওভারটাইম প্রসেস করার জন্য সংশ্লিষ্ট ক্ষমতাপ্রাপ্ত কর্মকর্তা লগইন (USERNAME এবং PASSWORD) করে রোস্টার শিফট সেট করবেন।



## ২। ড্যাসবোর্ড

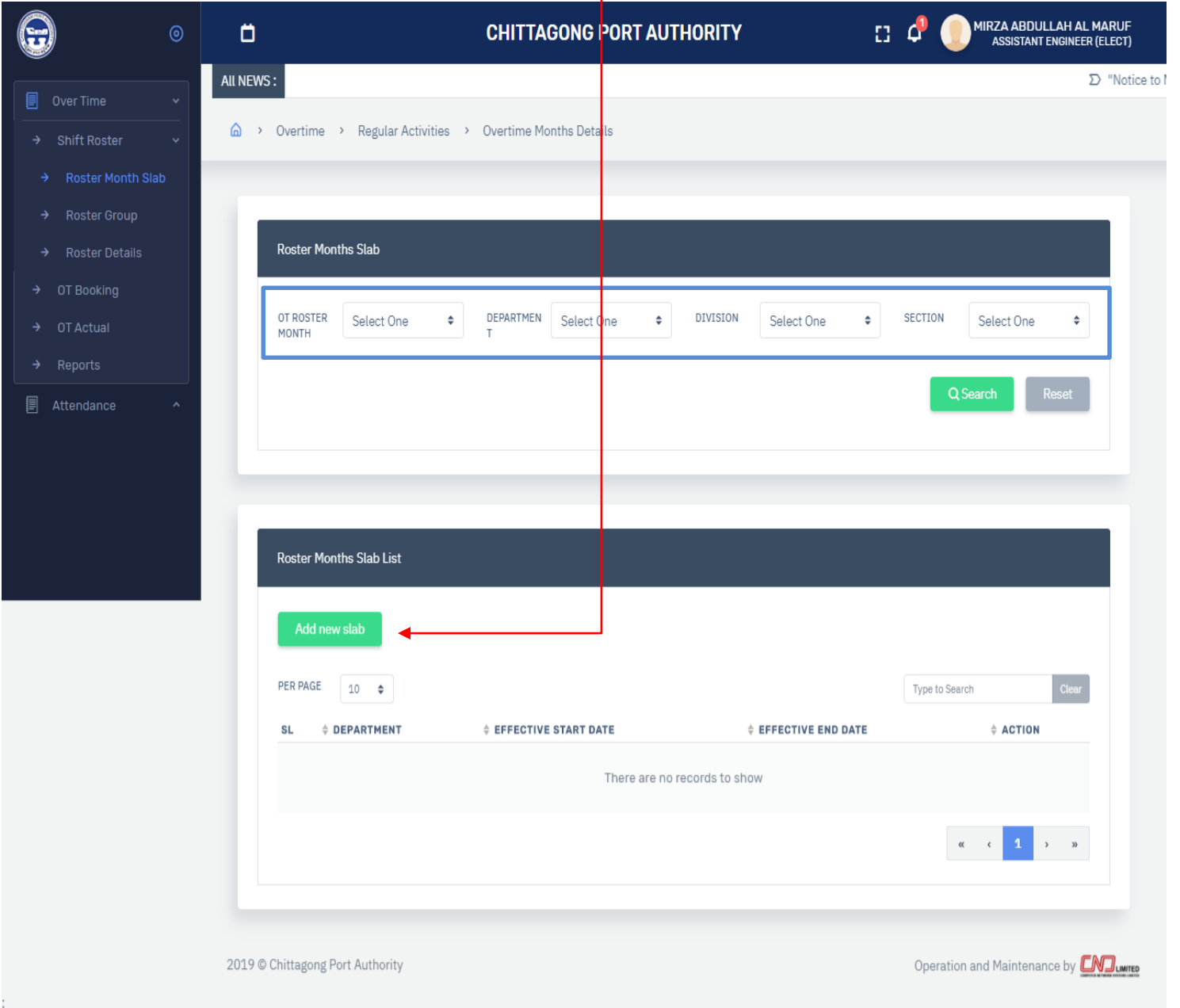
এর জন্য লগইনের পর এই ড্যাসবোর্ডটি দেখা যাবে। বাম পাশের মেন্যু প্যানেল থেকে

**Overtime → Shift roster→ Roster month slab** এ ক্লিক করুন।



### ৩। MONTH SLAB রেজিস্টার

OT ROSTER MONTH, DEPARTMENT, DIVISION, SECTION সিলেক্ট করে SEARCH বাটনে ক্লিক করুন। তাহলে যেসব MONTHLY SLAB আপনি পূর্বে তৈরী করেছিলেন, তাদের তালিকা দেখতে পারবেন। আর যদি নতুন MONTH SLAB তৈরী করতে চান তবে ADD NEW SLAB বাটনে ক্লিক করুন।



CHITTAGONG PORT AUTHORITY

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS :

Home > Overtime > Regular Activities > Overtime Months Details

Roster Months Slab

OT ROSTER MONTH Select One DEPARTMENT Select One DIVISION Select One SECTION Select One

Q Search Reset

Roster Months Slab List

Add new slab

PER PAGE 10

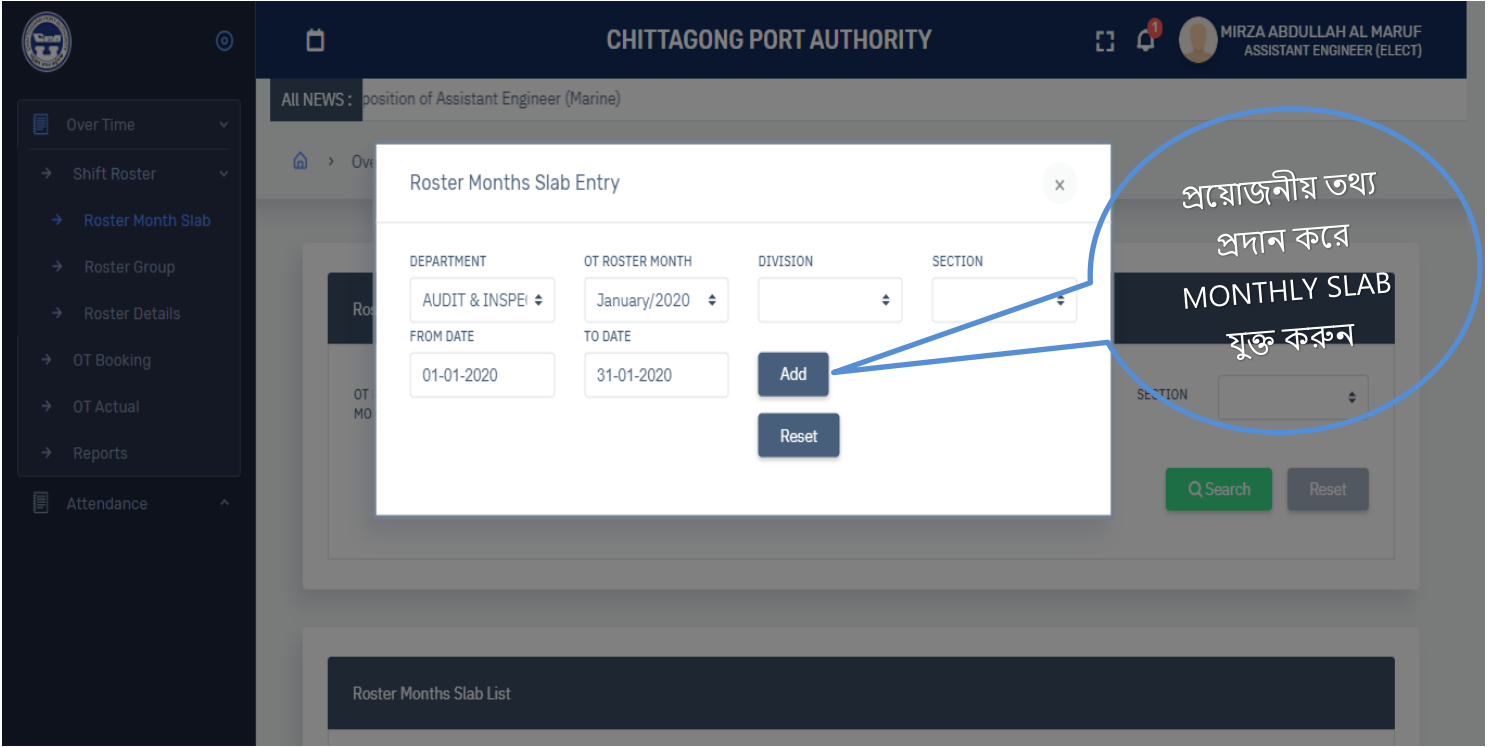
Type to Search Clear

| SL                           | DEPARTMENT | EFFECTIVE START DATE | EFFECTIVE END DATE | ACTION |
|------------------------------|------------|----------------------|--------------------|--------|
| There are no records to show |            |                      |                    |        |

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এই পেজ থেকে নতুন MONTH SLAB তৈরী করুন।



CHITTAGONG PORT AUTHORITY

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS : position of Assistant Engineer (Marine)

Roster Months Slab Entry

DEPARTMENT: AUDIT & INSPECTION

OT ROSTER MONTH: January/2020

DIVISION:

SECTION:

FROM DATE: 01-01-2020

TO DATE: 31-01-2020

Add

Reset

প্রয়োজনীয় তথ্য  
প্রদান করে  
MONTHLY SLAB  
যুক্ত করুন

SECTION:

Search Reset

Roster Months Slab List



এভাবে ক্রমশ MONTHLY SLAB তৈরী করতে থাকুন। SLAB গুলো নিচে তালিকা আকারে যুক্ত হতে থাকবে।



Over Time  
 Shift Roster  
 Roster Month Slab  
 Roster Group  
 Roster Details  
 OT Booking  
 OT Actual  
 Reports  
 Attendance

**CHITTAGONG PORT AUTHORITY**



 MIRZA ABDULLAH AL MARUF  
 ASSISTANT ENGINEER (ELECT)

All NEWS :
 "Notice to Marir"

> Overtime > Regular Activities > Overtime Months Details

**Roster Months Slab**

OT ROSTER MONTH: January/2020
 DEPARTMEN T: AUDIT & INSPEC
 DIVISION: Select One
 SECTION: Select One
 Q Search
Reset

**Roster Months Slab List**

Add new slab

নতুন স্লাব যুক্ত করুন

PER PAGE: 10
 Type to Search
 Clear

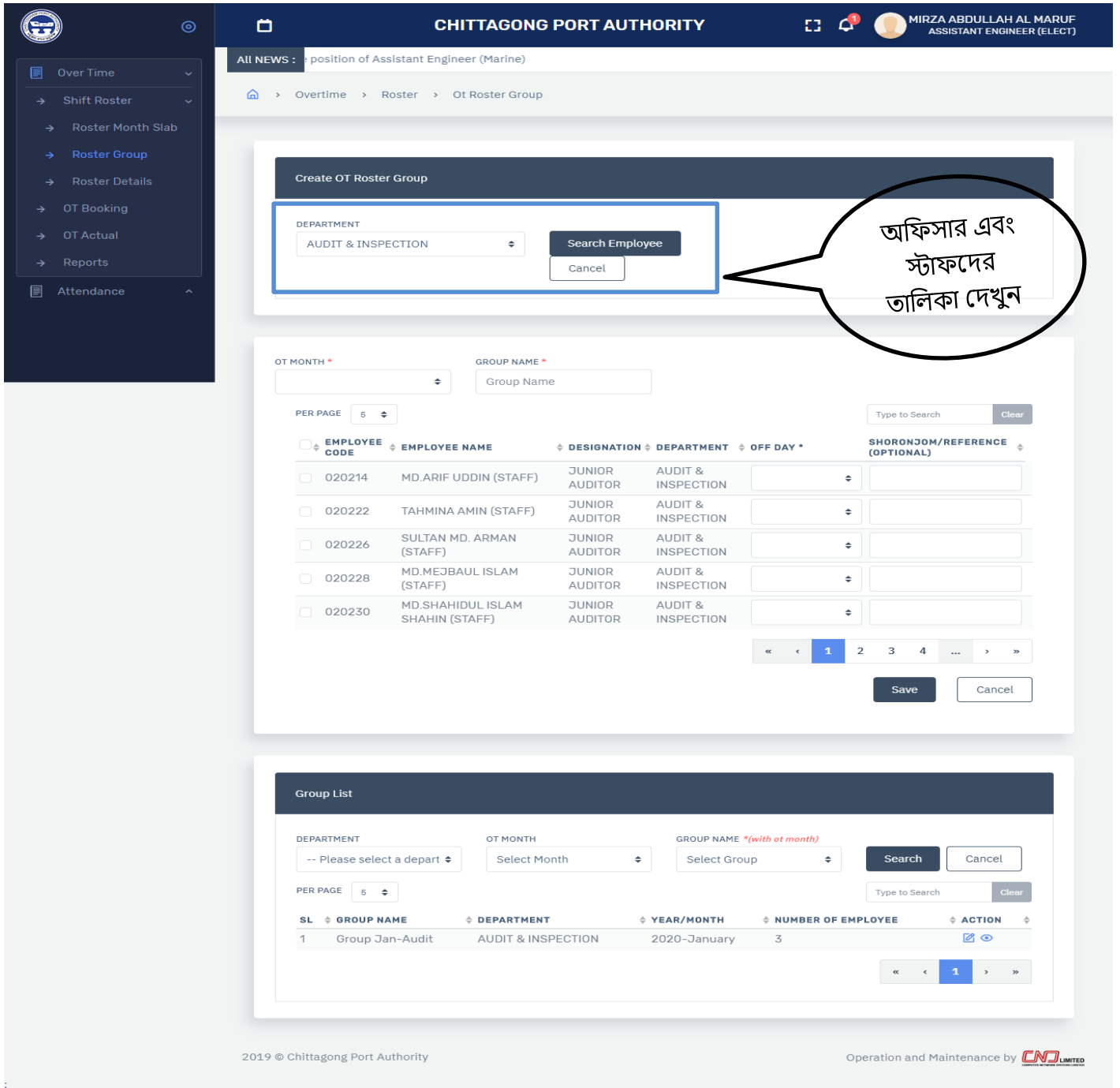
| SL | DEPARTMENT         | EFFECTIVE START DATE | EFFECTIVE END DATE | ACTION                                                                                |
|----|--------------------|----------------------|--------------------|---------------------------------------------------------------------------------------|
| 1  | AUDIT & INSPECTION | 01-01-2020           | 10-01-2020         |  |
| 2  | AUDIT & INSPECTION | 11-01-2020           | 20-01-2020         |  |
| 3  | AUDIT & INSPECTION | 21-01-2020           | 31-01-2020         |  |

« < 1 > »

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## ৪। রোস্টার গ্রুপ

মেন্যু প্যানেল থেকে Roster Group এ ক্লিক করুন। পেজ থেকে ডিপার্টমেন্ট সিলেক্ট করে Search Employee বাটনে ক্লিক করুন। এখন আপনি ওই ডিপার্টমেন্টের অফিসার এবং স্টাফদের তালিকা দেখতে পাবেন।



**CHITTAGONG PORT AUTHORITY**

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS : position of Assistant Engineer (Marine)

Home > Overtime > Roster > Ot Roster Group

### Create OT Roster Group

DEPARTMENT: AUDIT & INSPECTION

Search Employee

Cancel

OT MONTH: [Select Month]

GROUP NAME: [Group Name]

PER PAGE: 5

Type to Search [Clear]

| EMPLOYEE CODE                   | EMPLOYEE NAME                    | DESIGNATION    | DEPARTMENT         | OFF DAY *        | SHORONJOM/REFERENCE (OPTIONAL) |
|---------------------------------|----------------------------------|----------------|--------------------|------------------|--------------------------------|
| <input type="checkbox"/> 020214 | MD.ARIF UDDIN (STAFF)            | JUNIOR AUDITOR | AUDIT & INSPECTION | [Select Off Day] | [Optional Reference]           |
| <input type="checkbox"/> 020222 | TAHMINA AMIN (STAFF)             | JUNIOR AUDITOR | AUDIT & INSPECTION | [Select Off Day] | [Optional Reference]           |
| <input type="checkbox"/> 020226 | SULTAN MD. ARMAN (STAFF)         | JUNIOR AUDITOR | AUDIT & INSPECTION | [Select Off Day] | [Optional Reference]           |
| <input type="checkbox"/> 020228 | MD.MEJBAUL ISLAM (STAFF)         | JUNIOR AUDITOR | AUDIT & INSPECTION | [Select Off Day] | [Optional Reference]           |
| <input type="checkbox"/> 020230 | MD.SHAHIDUL ISLAM SHAHIN (STAFF) | JUNIOR AUDITOR | AUDIT & INSPECTION | [Select Off Day] | [Optional Reference]           |

« < 1 2 3 4 ... > »

Save Cancel

### Group List

DEPARTMENT: -- Please select a depart

OT MONTH: Select Month

GROUP NAME \*(with ot month): Select Group

Search Cancel

PER PAGE: 5

Type to Search [Clear]

| SL | GROUP NAME      | DEPARTMENT         | YEAR/MONTH   | NUMBER OF EMPLOYEE | ACTION        |
|----|-----------------|--------------------|--------------|--------------------|---------------|
| 1  | Group Jan-Audit | AUDIT & INSPECTION | 2020-January | 3                  | [Edit] [View] |

« < 1 > »

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এদের মধ্য থেকে যাদেরকে আপনি রোস্টারে অন্তর্ভুক্ত করতে চান তাদের নামের বাম পাশে চেকবক্সটিতে টিক দিন। যে মাসের জন্য রোস্টার করতে চান OT Month এ ওই মাসটি সিলেক্ট করুন এবং Group Name এ প্রাসঙ্গিক একটি নাম দিন। কোন স্টাফের কবে ছুটি সেটি Off Day অপশন থেকে সিলেক্ট করুন।



- Over Time
- Shift Roster
- Roster Month Slab
- Roster Group**
- Roster Details
- OT Booking
- OT Actual
- Reports
- Attendance

CHITTAGONG PORT AUTHORITY

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS :

"Notice to Mariners", Circular Number - 50/2019

Job Circular about the position of "Store Keeper", Job Circular N

Overtime

Roster

Ot Roster Group

Create OT Roster Group

DEPARTMENT

AUDIT & INSPECTION

Search Employee

Cancel

OT MONTH \*

GROUP NAME \*

Group Name

PER PAGE

5

Type to Search

Clear

| EMPLOYEE CODE                              | EMPLOYEE NAME                    | DESIGNATION    | DEPARTMENT         | OFF DAY * | SHORONJOM/REFERENCE (OPTIONAL) |
|--------------------------------------------|----------------------------------|----------------|--------------------|-----------|--------------------------------|
| <input checked="" type="checkbox"/> 020214 | MD.ARIF UDDIN (STAFF)            | JUNIOR AUDITOR | AUDIT & INSPECTION | Monday    |                                |
| <input checked="" type="checkbox"/> 020222 | TAHMINA AMIN (STAFF)             | JUNIOR AUDITOR | AUDIT & INSPECTION | Monday    |                                |
| <input checked="" type="checkbox"/> 020226 | SULTAN MD. ARMAN (STAFF)         | JUNIOR AUDITOR | AUDIT & INSPECTION | Monday    |                                |
| <input type="checkbox"/> 020228            | MD.MEJBAUL ISLAM (STAFF)         | JUNIOR AUDITOR | AUDIT & INSPECTION |           |                                |
| <input type="checkbox"/> 020230            | MD.SHAHIDUL ISLAM SHAHIN (STAFF) | JUNIOR AUDITOR | AUDIT & INSPECTION |           |                                |

«

<

1

2

3

4

...

>

»

Save

Cancel

Group List

DEPARTMENT

-- Please select a depart

OT MONTH

Select Month

GROUP NAME \*(with ot month)

Select Group

Search

Cancel

PER PAGE

5

Type to Search

Clear

| SL | GROUP NAME      | DEPARTMENT         | YEAR/MONTH   | NUMBER OF EMPLOYEE | ACTION                                                                                                                                                                      |
|----|-----------------|--------------------|--------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Group Jan-Audit | AUDIT & INSPECTION | 2020-January | 3                  |   |

«

<

1

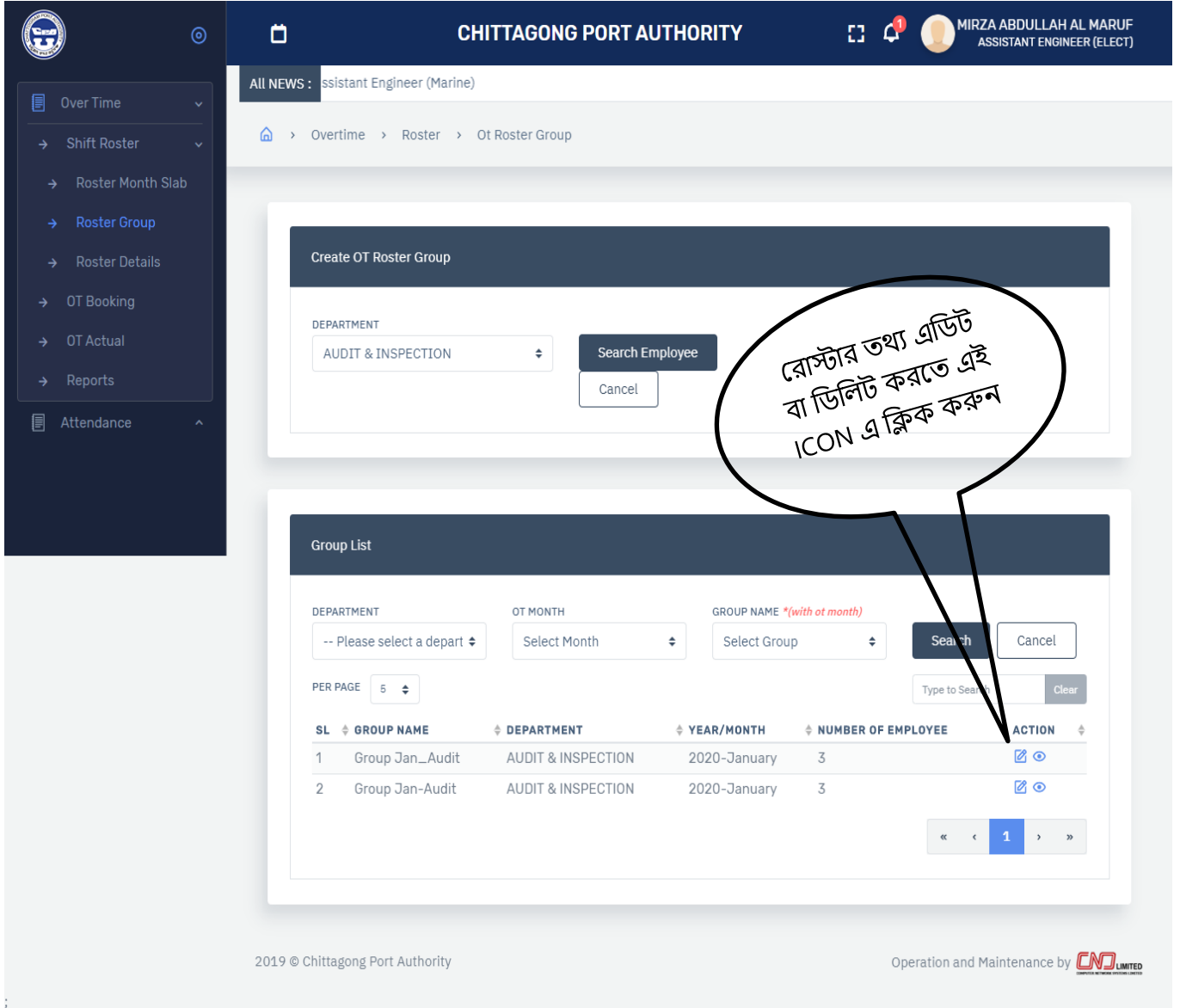
>

»

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Operation and Maintenance by 

আপনার বাছাইকৃত স্টাফ সম্বলিত গ্রুপের নাম নিচে তালিকা আকারে দেখাবে। যদি আপনি স্টাফদের রোস্টার তথ্য এডিট বা ডিলিট করতে চান তবে GROUP LIST টেবিলের ACTION কলামের EDIT ICON এ ক্লিক করুন।



**CHITTAGONG PORT AUTHORITY**

ALL NEWS : ssistant Engineer (Marine)

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

Over Time  
Shift Roster  
Roster Month Slab  
Roster Group  
Roster Details  
OT Booking  
OT Actual  
Reports  
Attendance

Create OT Roster Group

DEPARTMENT  
AUDIT & INSPECTION

Search Employee  
Cancel

রোস্টার তথ্য এডিট বা ডিলিট করতে এই ICON এ ক্লিক করুন

Group List

DEPARTMENT  
-- Please select a depart

OT MONTH  
Select Month

GROUP NAME \*(with ot month)  
Select Group

Search  
Cancel

PER PAGE  
5

Type to Search  
Clear

| SL | GROUP NAME      | DEPARTMENT         | YEAR/MONTH   | NUMBER OF EMPLOYEE | ACTION                                                                                                                                                                      |
|----|-----------------|--------------------|--------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Group Jan_Audit | AUDIT & INSPECTION | 2020-January | 3                  |   |
| 2  | Group Jan-Audit | AUDIT & INSPECTION | 2020-January | 3                  |   |

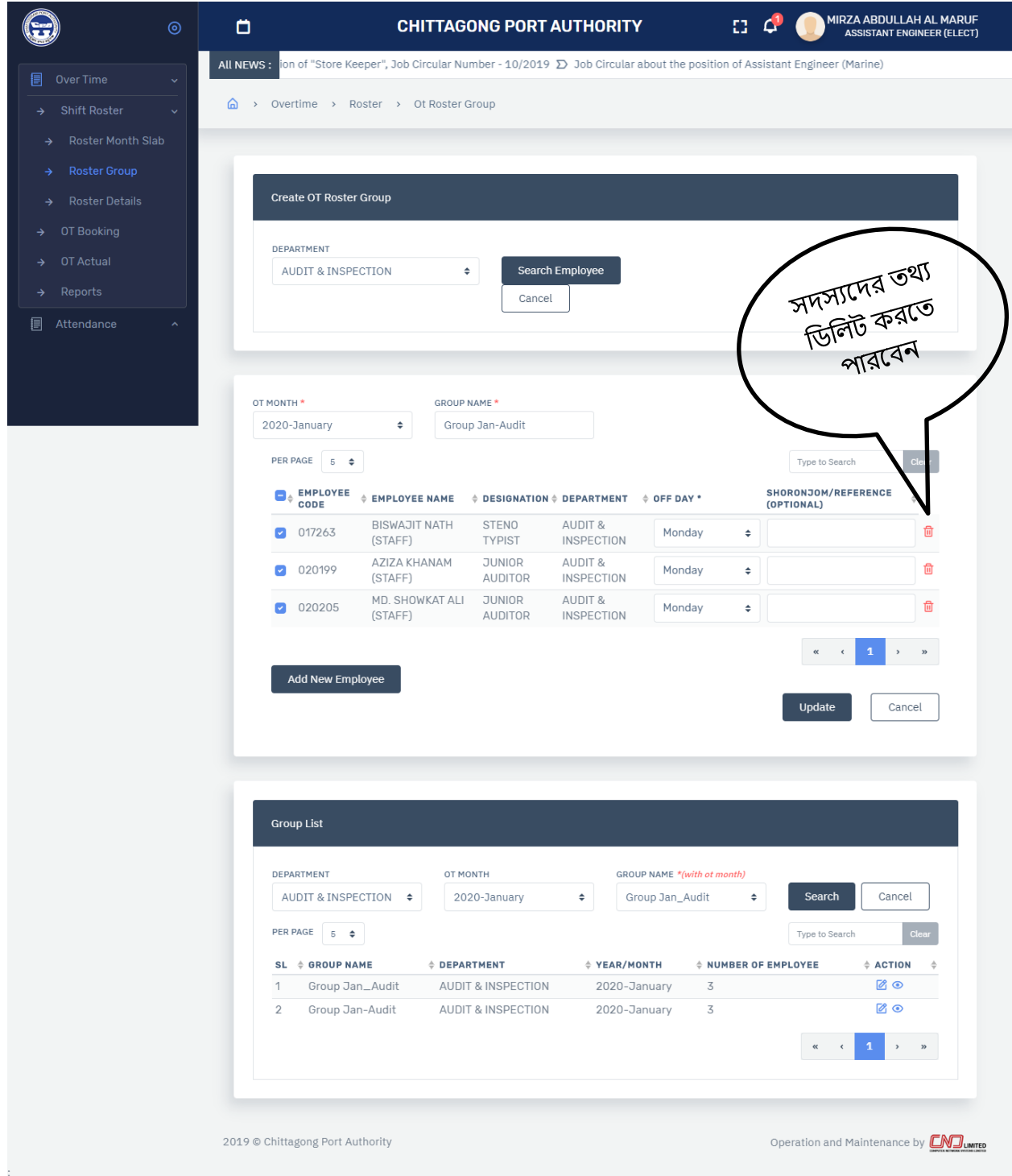
« < 1 > »

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COMPUTER NETWORK SYSTEMS LIMITED

## ৫। এডিট রোস্টার গ্রুপ

এখান থেকে আপনি গ্রুপের সদস্যদের তথ্য এডিট বা ডিলিট করতে পারবেন।



**CHITTAGONG PORT AUTHORITY**

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS : ion of "Store Keeper", Job Circular Number - 10/2019 Job Circular about the position of Assistant Engineer (Marine)

Overtime > Roster > Ot Roster Group

**Create OT Roster Group**

DEPARTMENT  
AUDIT & INSPECTION

Search Employee

Cancel

OT MONTH \*  
2020-January

GROUP NAME \*  
Group Jan-Audit

PER PAGE 5

Type to Search

| EMPLOYEE CODE                              | EMPLOYEE NAME           | DESIGNATION    | DEPARTMENT         | OFF DAY * | SHORONJOM/REFERENCE (OPTIONAL) |
|--------------------------------------------|-------------------------|----------------|--------------------|-----------|--------------------------------|
| <input checked="" type="checkbox"/> 017263 | BISWAJIT NATH (STAFF)   | STENO TYPIST   | AUDIT & INSPECTION | Monday    |                                |
| <input checked="" type="checkbox"/> 020199 | AZIZA KHANAM (STAFF)    | JUNIOR AUDITOR | AUDIT & INSPECTION | Monday    |                                |
| <input checked="" type="checkbox"/> 020205 | MD. SHOWKAT ALI (STAFF) | JUNIOR AUDITOR | AUDIT & INSPECTION | Monday    |                                |

Add New Employee

Update

Cancel

**Group List**

DEPARTMENT  
AUDIT & INSPECTION

OT MONTH  
2020-January

GROUP NAME \*(with ot month)  
Group Jan\_Audit

Search

Cancel

PER PAGE 5

Type to Search

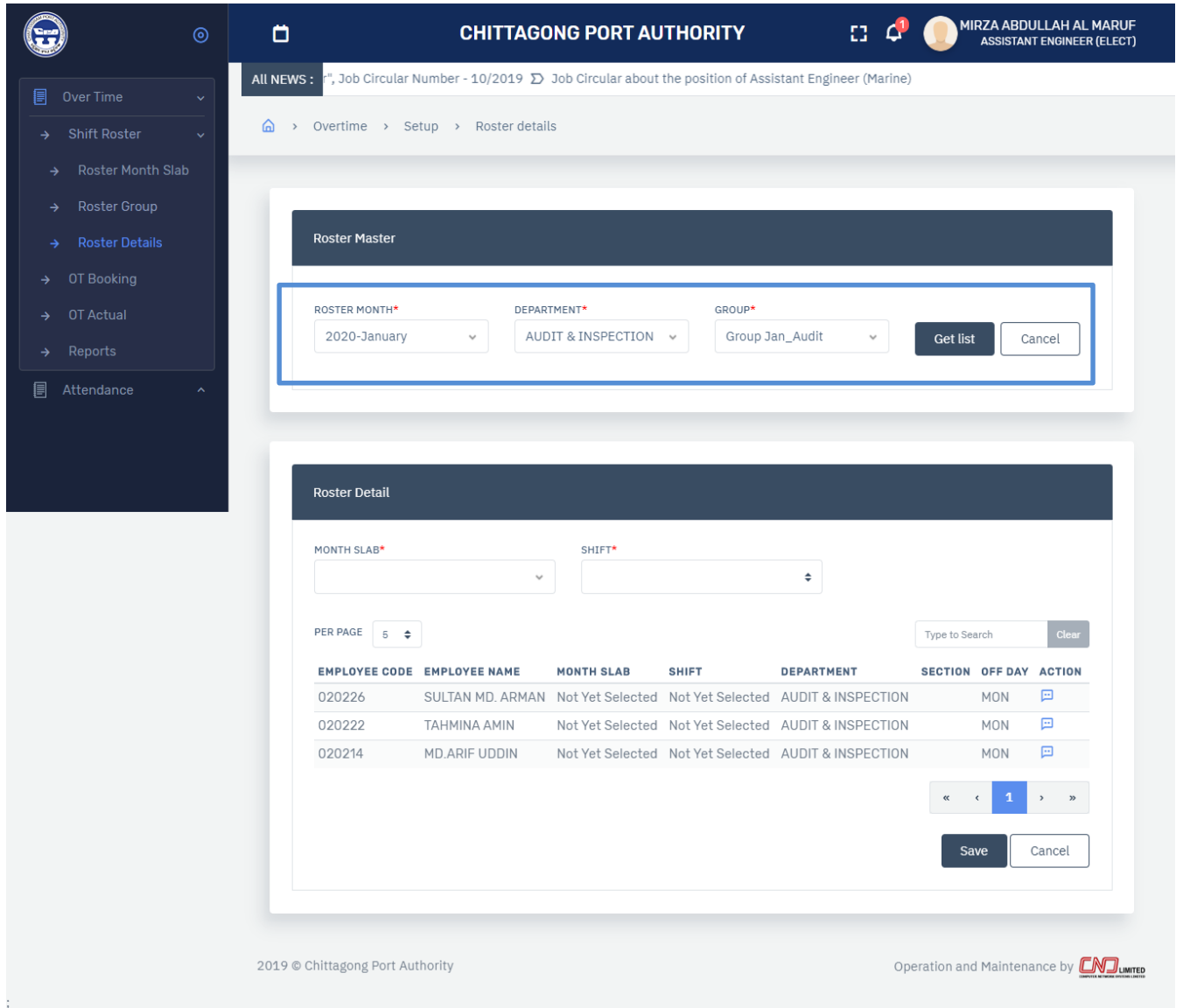
| SL | GROUP NAME      | DEPARTMENT         | YEAR/MONTH   | NUMBER OF EMPLOYEE | ACTION                              |
|----|-----------------|--------------------|--------------|--------------------|-------------------------------------|
| 1  | Group Jan_Audit | AUDIT & INSPECTION | 2020-January | 3                  | <a href="#">✎</a> <a href="#">✖</a> |
| 2  | Group Jan-Audit | AUDIT & INSPECTION | 2020-January | 3                  | <a href="#">✎</a> <a href="#">✖</a> |

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## ৬। রোস্টার গ্রুপ ডিটেইলস

Roster Details পেজে এ ক্লিক করে আপনি আপনার তৈরী করা গ্রুপের জন্য Month Slab এবং Shift নির্ধারণ করতে পারবেন। এর জন্য Roster Month, Department এবং Group টি সিলেক্ট করে Get List বাটনে ক্লিক করুন।



The screenshot shows the Chittagong Port Authority (CPA) web application interface. The header includes the CPA logo, the text "CHITTAGONG PORT AUTHORITY", and the user profile of Mirza Abdullah Al Maruf, Assistant Engineer (Elect). A sidebar on the left contains navigation links: Over Time, Shift Roster, Roster Month Slab, Roster Group, Roster Details (highlighted), OT Booking, OT Actual, Reports, and Attendance.

The main content area is titled "Roster Master" and contains a form with three dropdown menus: "ROSTER MONTH\*" (set to "2020-January"), "DEPARTMENT\*" (set to "AUDIT & INSPECTION"), and "GROUP\*" (set to "Group Jan\_Audit"). There are "Get list" and "Cancel" buttons next to the form.

Below the form is the "Roster Detail" section, which includes a "MONTH SLAB\*" dropdown and a "SHIFT\*" dropdown. It also has a "PER PAGE" selector set to 5 and a search bar with a "Clear" button.

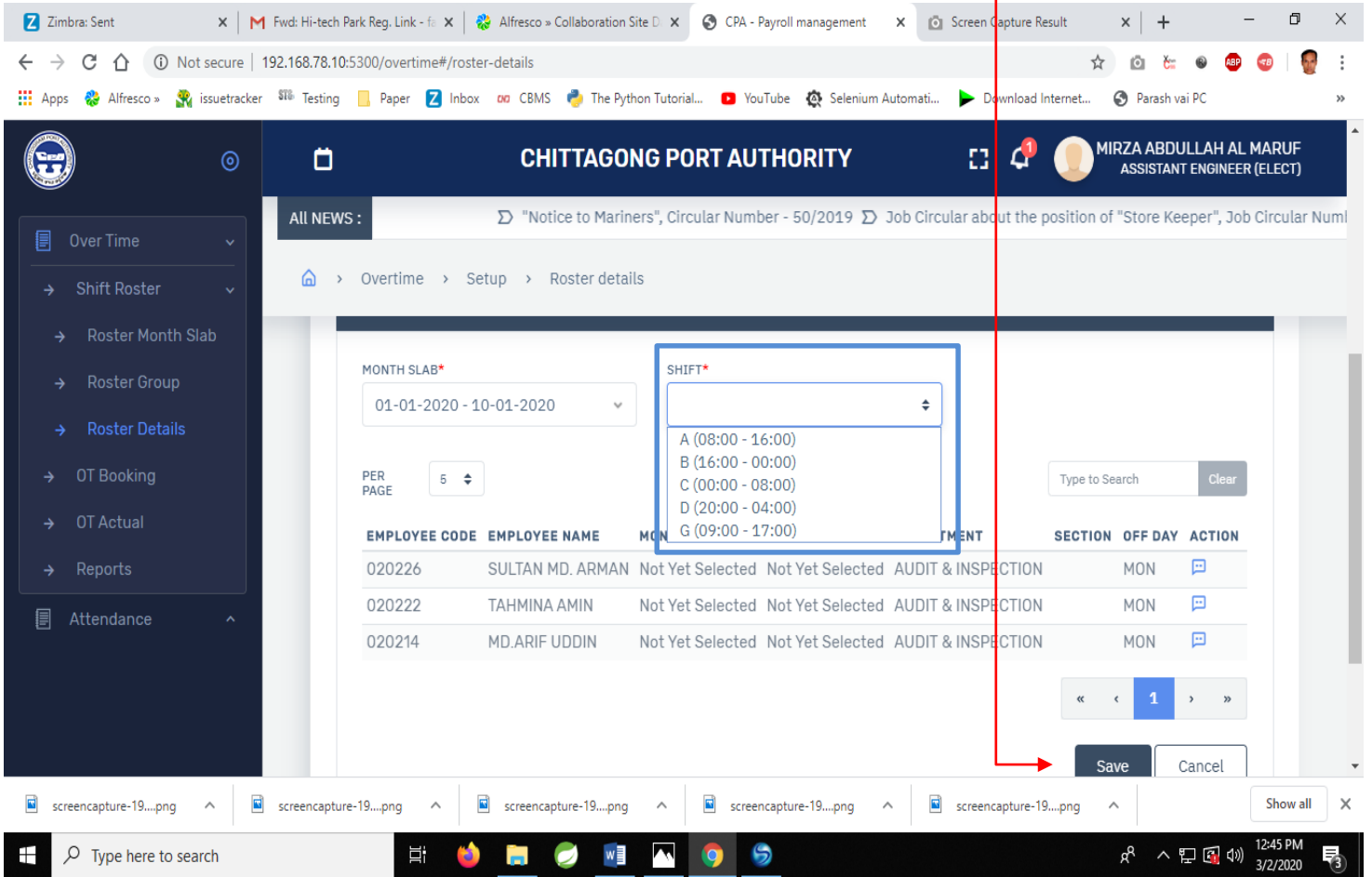
The table below displays the roster details for the selected group:

| EMPLOYEE CODE | EMPLOYEE NAME    | MONTH SLAB       | SHIFT            | DEPARTMENT         | SECTION | OFF DAY | ACTION |
|---------------|------------------|------------------|------------------|--------------------|---------|---------|--------|
| 020226        | SULTAN MD. ARMAN | Not Yet Selected | Not Yet Selected | AUDIT & INSPECTION |         | MON     |        |
| 020222        | TAHMINA AMIN     | Not Yet Selected | Not Yet Selected | AUDIT & INSPECTION |         | MON     |        |
| 020214        | MD.ARIF UDDIN    | Not Yet Selected | Not Yet Selected | AUDIT & INSPECTION |         | MON     |        |

At the bottom of the table, there is a pagination control showing "1" of 1 pages, and "Save" and "Cancel" buttons.

Footer information includes "2019 © Chittagong Port Authority" and "Operation and Maintenance by CNS LIMITED".

এরপর Month Slab এবং Shift দিয়ে প্রয়োজনীয় সংখ্যক এন্ট্রি দিন এবং সেভ বাটনে ক্লিক করতে থাকুন।



CHITTAGONG PORT AUTHORITY

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

ALL NEWS : "Notice to Mariners", Circular Number - 50/2019 Job Circular about the position of "Store Keeper", Job Circular Num

Over Time

Shift Roster

Roster Month Slab

Roster Group

Roster Details

OT Booking

OT Actual

Reports

Attendance

MONTH SLAB\*

01-01-2020 - 10-01-2020

PER PAGE

5

SHIFT\*

A (08:00 - 16:00)

B (16:00 - 00:00)

C (00:00 - 08:00)

D (20:00 - 04:00)

G (09:00 - 17:00)

| EMPLOYEE CODE | EMPLOYEE NAME    | MON              | TUE              | WED              | THU              | FRI              | SAT              | SUN              | SECTION            | OFF DAY | ACTION |
|---------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|---------|--------|
| 020226        | SULTAN MD. ARMAN | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | AUDIT & INSPECTION | MON     |        |
| 020222        | TAHMINA AMIN     | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | AUDIT & INSPECTION | MON     |        |
| 020214        | MD.ARIF UDDIN    | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | Not Yet Selected | AUDIT & INSPECTION | MON     |        |

« < 1 > »

Save Cancel

সেভকৃত গ্রুপগুলি নিচে তালিকা আকারে যুক্ত হতে থাকবে।



Over Time

Shift Roster
Roster Month Slab
Roster Group
Roster Details
OT Booking
OT Actual
Reports

Attendance

CHITTAGONG PORT AUTHORITY

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS :
"Notice to Mariners", Circular Number - 50/2019
Job Circular about

Overtime
Setup
Roster details

Roster Master

ROSTER MONTH\*

2020-January

DEPARTMENT\*

AUDIT & INSPECTION

GROUP\*

Group Jan\_Audit

Get list

Cancel

Roster Detail

MONTH SLAB\*

21-01-2020 - 31-01-2020

SHIFT\*

C (00:00 - 08:00)

PER PAGE

5

Type to Search

Clear

| EMPLOYEE CODE | EMPLOYEE NAME    | MONTH SLAB              | SHIFT             | DEPARTMENT         | SECTION | OFF DAY | ACTION |
|---------------|------------------|-------------------------|-------------------|--------------------|---------|---------|--------|
| 020226        | SULTAN MD. ARMAN | 21-01-2020 - 31-01-2020 | C (00:00 - 08:00) | AUDIT & INSPECTION |         | MON     |        |
| 020222        | TAHMINA AMIN     | 21-01-2020 - 31-01-2020 | C (00:00 - 08:00) | AUDIT & INSPECTION |         | MON     |        |
| 020214        | MD.ARIF UDDIN    | 21-01-2020 - 31-01-2020 | C (00:00 - 08:00) | AUDIT & INSPECTION |         | MON     |        |

« < 1 > »

Save

Cancel

Roster Detail List

PER PAGE

5

Type to Search

Clear

| ROSTER MONTH | GROUP           | MONTH SLAB              | SHIFT             | ACTION |
|--------------|-----------------|-------------------------|-------------------|--------|
| 2020-January | Group Jan_Audit | 01-01-2020 - 10-01-2020 | A (08:00 - 16:00) |        |
| 2020-January | Group Jan_Audit | 11-01-2020 - 20-01-2020 | B (16:00 - 00:00) |        |
| 2020-January | Group Jan_Audit | 21-01-2020 - 31-01-2020 | C (00:00 - 08:00) |        |

« < 1 > »

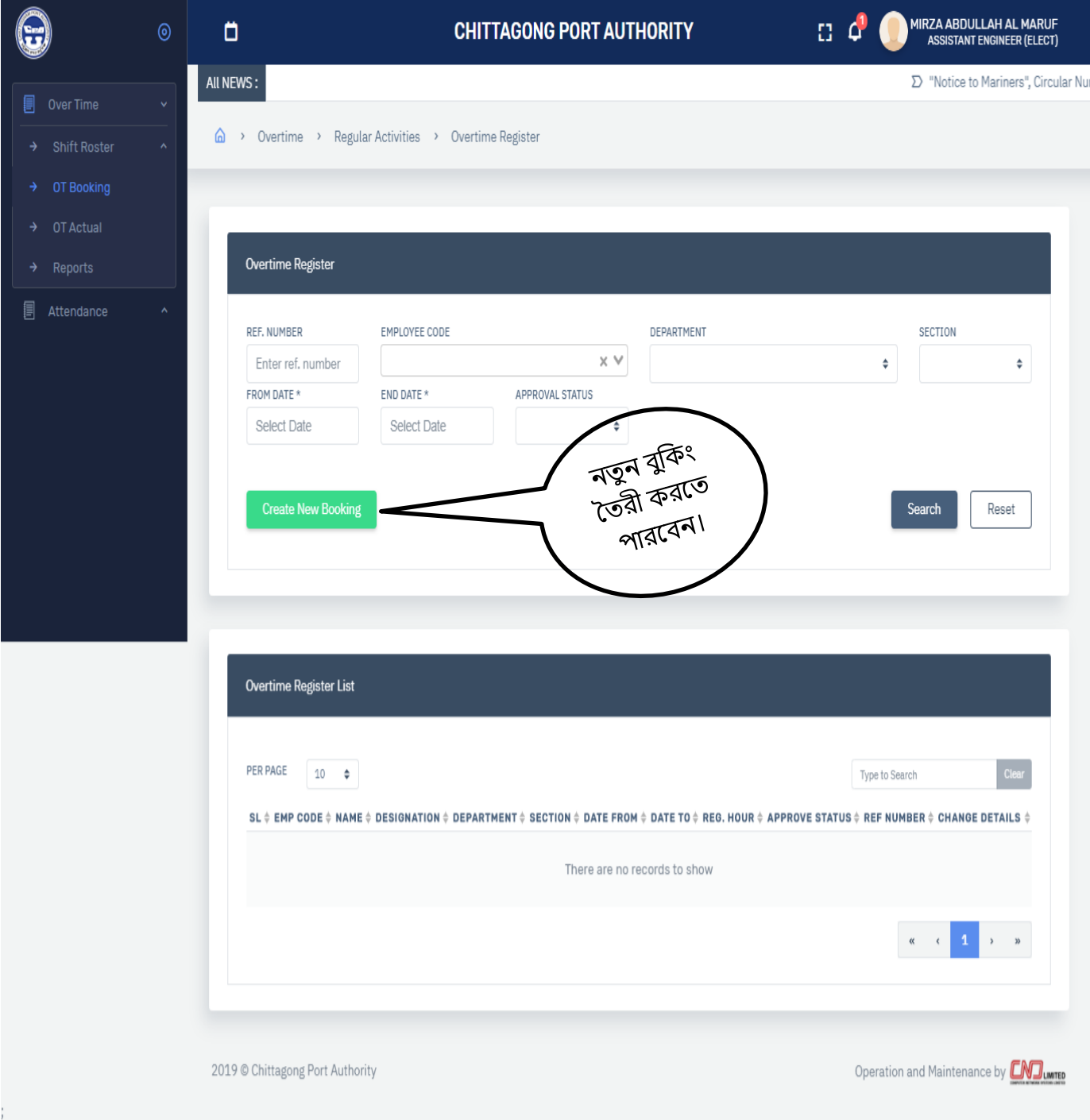
সেভকৃত গ্রুপগুলির তালিকা

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## ৭। ওভার টাইম বুকিং

ওভারটাইম বুকিং এর জন্য মেন্যু প্যানেল থেকে OT Booking সিলেক্ট করুন। প্রথমেই Create New Booking বাটনে ক্লিক করুন।



**CHITTAGONG PORT AUTHORITY**

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

All NEWS : "Notice to Mariners", Circular Nui

Home > Overtime > Regular Activities > Overtime Register

**Overtime Register**

REF. NUMBER: Enter ref. number  
EMPLOYEE CODE: [Dropdown]  
DEPARTMENT: [Dropdown]  
SECTION: [Dropdown]  
FROM DATE \*: Select Date  
END DATE \*: Select Date  
APPROVAL STATUS: [Dropdown]

**Create New Booking** Search Reset

নতুন বুকিং তৈরী করতে পারবেন।

**Overtime Register List**

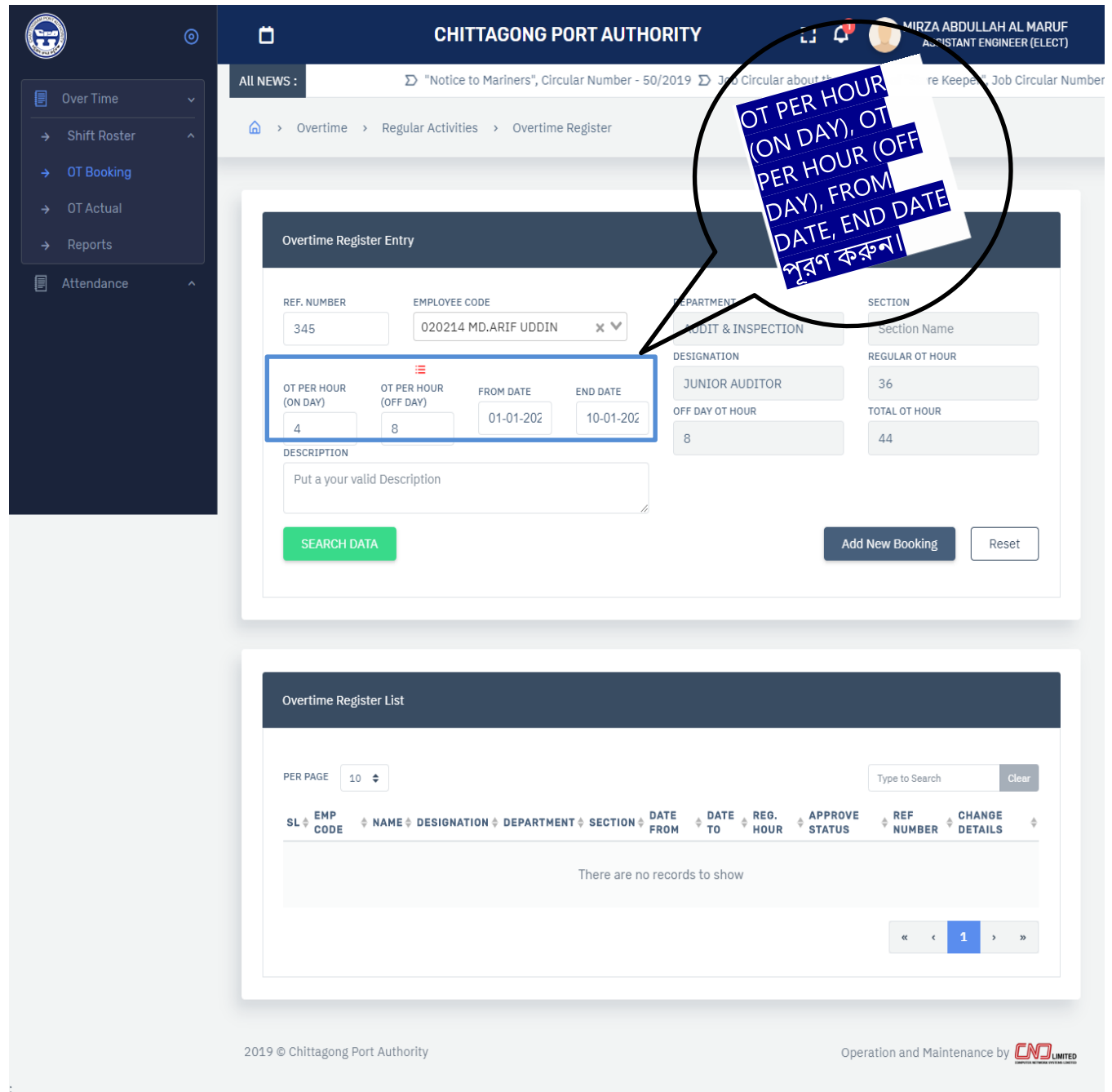
PER PAGE: 10 Type to Search Clear

| SL                           | EMP CODE | NAME | DESIGNATION | DEPARTMENT | SECTION | DATE FROM | DATE TO | REG. HOUR | APPROVE STATUS | REF NUMBER | CHANGE DETAILS |
|------------------------------|----------|------|-------------|------------|---------|-----------|---------|-----------|----------------|------------|----------------|
| There are no records to show |          |      |             |            |         |           |         |           |                |            |                |

« 1 »

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এরপর এই পেজের Employee Code এ আপনার কাঙ্খিত স্টাফকে সার্চ করুন। নিচের OT PER HOUR (ON DAY), OT PER HOUR (OFF DAY), FROM DATE, END DATE বক্সগুলোতে প্রয়োজনীয় তথ্য দিন এবং Add New Booking এ ক্লিক করুন। এভাবে সব স্টাফের জন্য OT PER HOUR (ON DAY), OT PER HOUR (OFF DAY), FROM DATE, END DATE পূরণ করুন।



**CHITTAGONG PORT AUTHORITY**

MIRZA ABDULLAH AL MARUF  
ASSISTANT ENGINEER (ELECT)

ALL NEWS : "Notice to Mariners", Circular Number - 50/2019 Job Circular about the... re Keeper's Job Circular Number

Over Time  
Shift Roster  
OT Booking  
OT Actual  
Reports  
Attendance

Overtime > Regular Activities > Overtime Register

### Overtime Register Entry

REF. NUMBER: 345 EMPLOYEE CODE: 020214 MD.ARIF UDDIN DEPARTMENT: AUDIT & INSPECTION SECTION: Section Name

DESIGNATION: JUNIOR AUDITOR REGULAR OT HOUR: 36

OFF DAY OT HOUR: 8 TOTAL OT HOUR: 44

OT PER HOUR (ON DAY): 4 OT PER HOUR (OFF DAY): 8 FROM DATE: 01-01-2021 END DATE: 10-01-2021

DESCRIPTION: Put a your valid Description

SEARCH DATA Add New Booking Reset

### Overtime Register List

PER PAGE: 10 Type to Search Clear

| SL                           | EMP CODE | NAME | DESIGNATION | DEPARTMENT | SECTION | DATE FROM | DATE TO | REG. HOUR | APPROVE STATUS | REF NUMBER | CHANGE DETAILS |
|------------------------------|----------|------|-------------|------------|---------|-----------|---------|-----------|----------------|------------|----------------|
| There are no records to show |          |      |             |            |         |           |         |           |                |            |                |

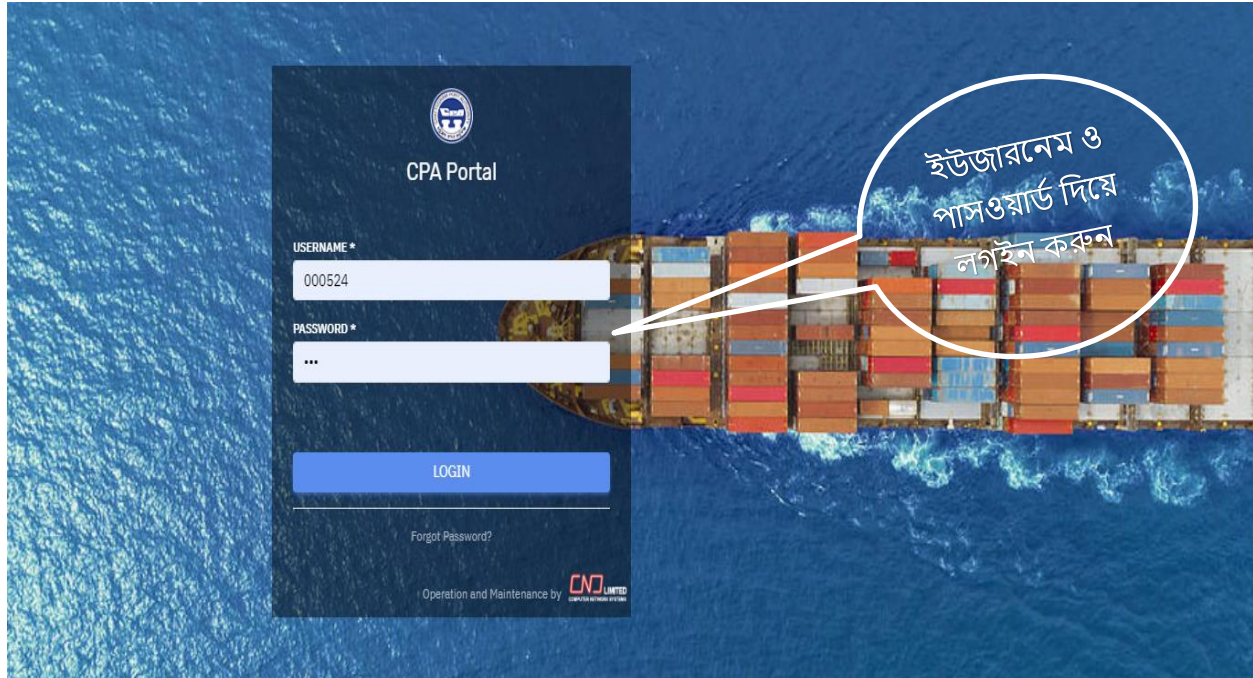
« < 1 > »

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## ওভারটাইম অ্যাপ্রভাল

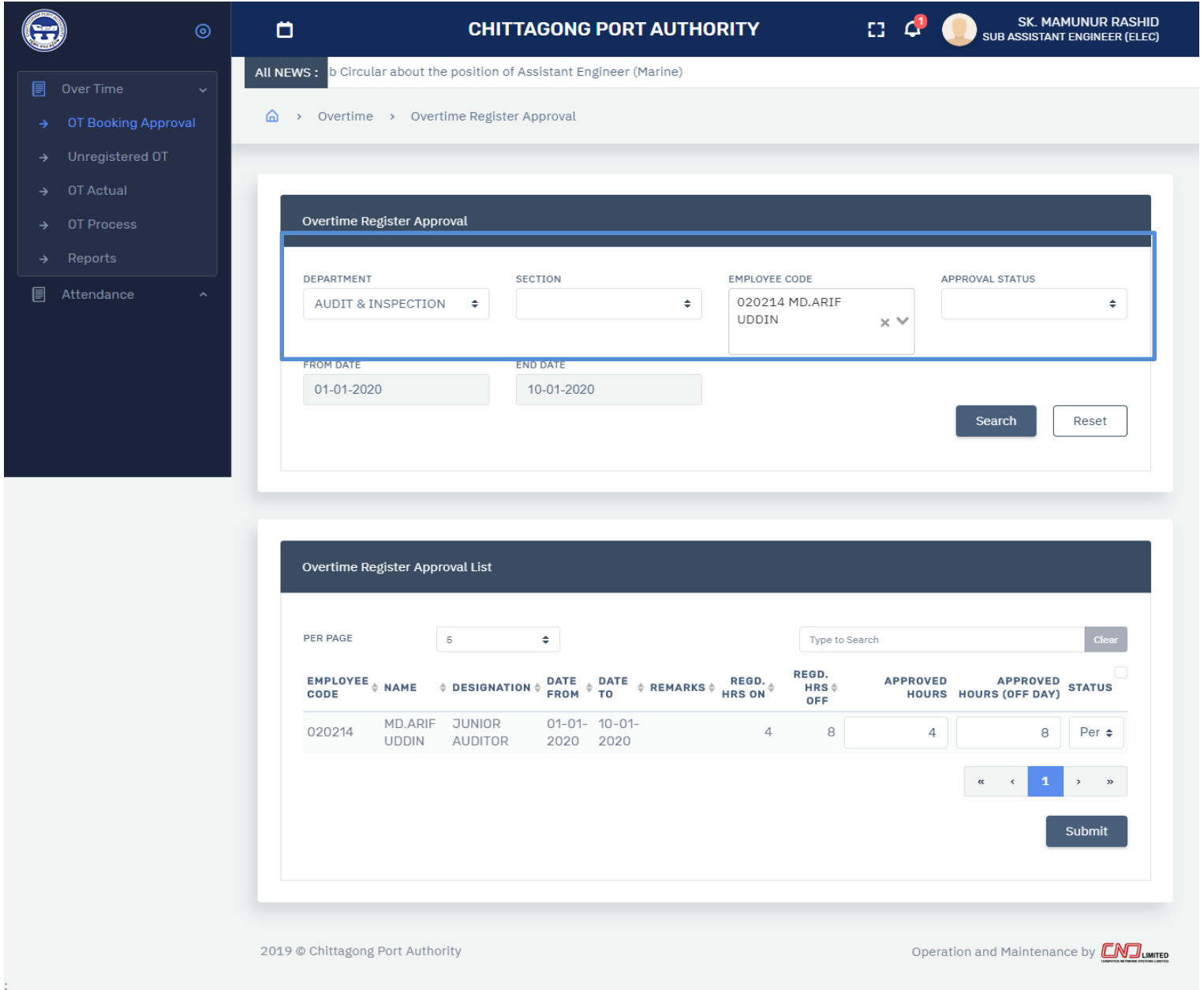
### ১। লগইন

পূর্ববর্তী ব্যবহারকারীর OT Booking এর তথ্যসমূহ যথাযথ কর্তৃপক্ষ দ্বারা অনুমোদিত হতে হবে। OT Booking এর জন্য ক্ষমতাপ্রাপ্ত কর্মকর্তা এখন লগ ইন করবেন।



## ২। ওভারটাইম তথ্য যাচাই করণ

বাম পাশের প্যানেল থেকে OT Booking Approval বাটনে ক্লিক করুন। DEPARTMENT, SECTION, EMPLOYEE CODE, APPROVAL STATUS, FROM DATE, END DATE যেকোনভাবে আপনি স্টাফদের সার্চ করতে পারেন। নিচে স্টাফদের তালিকা দেখাবে এবং আপনি যেকোন স্টাফকে Approve বা Reject করতে পারেন। Approve এর আগে APPROVED HOURS, APPROVED HOURS (OFF DAY) এই দুটি Field এডিট করতে পারবেন। সব কাজ শেষে Submit বাটনে ক্লিক করুন।



The screenshot displays the Chittagong Port Authority (CPA) Overtime Register Approval system. The interface includes a sidebar menu on the left with options like 'Over Time', 'OT Booking Approval', 'Unregistered OT', 'OT Actual', 'OT Process', 'Reports', and 'Attendance'. The main header shows the CPA logo and the user's name, SK. MAMUNUR RASHID, SUB ASSISTANT ENGINEER (ELEC).

The 'Overtime Register Approval' form is visible, featuring fields for DEPARTMENT (AUDIT & INSPECTION), SECTION, EMPLOYEE CODE (020214 MD.ARIF UDDIN), and APPROVAL STATUS. It also includes FROM DATE (01-01-2020) and END DATE (10-01-2020) fields, along with Search and Reset buttons.

Below the form is the 'Overtime Register Approval List' table, which displays a list of approved overtime records. The table includes columns for EMPLOYEE CODE, NAME, DESIGNATION, DATE FROM, DATE TO, REMARKS, REGD. HRS ON, REGD. HRS OFF, APPROVED HOURS, APPROVED HOURS (OFF DAY), and STATUS. The first record shows MD.ARIF UDDIN, JUNIOR AUDITOR, with 4 REGD. HRS ON, 8 REGD. HRS OFF, 4 APPROVED HOURS, and 8 APPROVED HOURS (OFF DAY).

The bottom of the page shows the copyright notice: 2019 © Chittagong Port Authority, and the operation and maintenance by CNS LIMITED.

এখানে পেজটির নিচে Approved স্টাফদের তালিকা দেখানো হচ্ছে।



Over Time

OT Booking Approval
Unregistered OT
OT Actual
OT Process
Reports

Attendance

CHITTAGONG PORT AUTHORITY

SK. MAMUNUR RASHID  
SUB ASSISTANT ENGINEER (ELEC)

All NEWS : Store Keeper\*, Job Circular Number - 10/2019

Job Circular about the position of Assistant Engineer (Marine)

Overtime
Overtime Register Approval

Overtime Register Approval

DEPARTMENT  
AUDIT & INSPECTION

SECTION

EMPLOYEE CODE

APPROVAL STATUS

FROM DATE  
01-01-2020

END DATE  
31-01-2020

Search

Reset

Overtime Register Approval List

PER PAGE 5

Type to Search

Clear

| EMPLOYEE CODE | NAME             | DESIGNATION    | DATE FROM  | DATE TO    | REMARKS | REGD. HRS ON | REGD. HRS OFF | APPROVED HOURS | APPROVED HOURS (OFF DAY) | STATUS   |
|---------------|------------------|----------------|------------|------------|---------|--------------|---------------|----------------|--------------------------|----------|
| 020222        | TAHMINA AMIN     | JUNIOR AUDITOR | 11-01-2020 | 20-01-2020 |         | 3            | 8             | 3              | 8                        | Approvec |
| 020226        | SULTAN MD. ARMAN | JUNIOR AUDITOR | 21-01-2020 | 31-01-2020 |         | 3            | 8             | 3              | 8                        | Approvec |
| 020226        | SULTAN MD. ARMAN | JUNIOR AUDITOR | 01-01-2020 | 10-01-2020 |         | 4            | 8             | 4              | 8                        | Approvec |
| 020214        | MD.ARIF UDDIN    | JUNIOR AUDITOR | 01-01-2020 | 10-01-2020 |         | 4            | 8             | 4              | 8                        | Approvec |
| 020214        | MD.ARIF UDDIN    | JUNIOR AUDITOR | 11-01-2020 | 20-01-2020 |         | 3            | 8             | 3              | 8                        | Approvec |

«

1

>

Submit

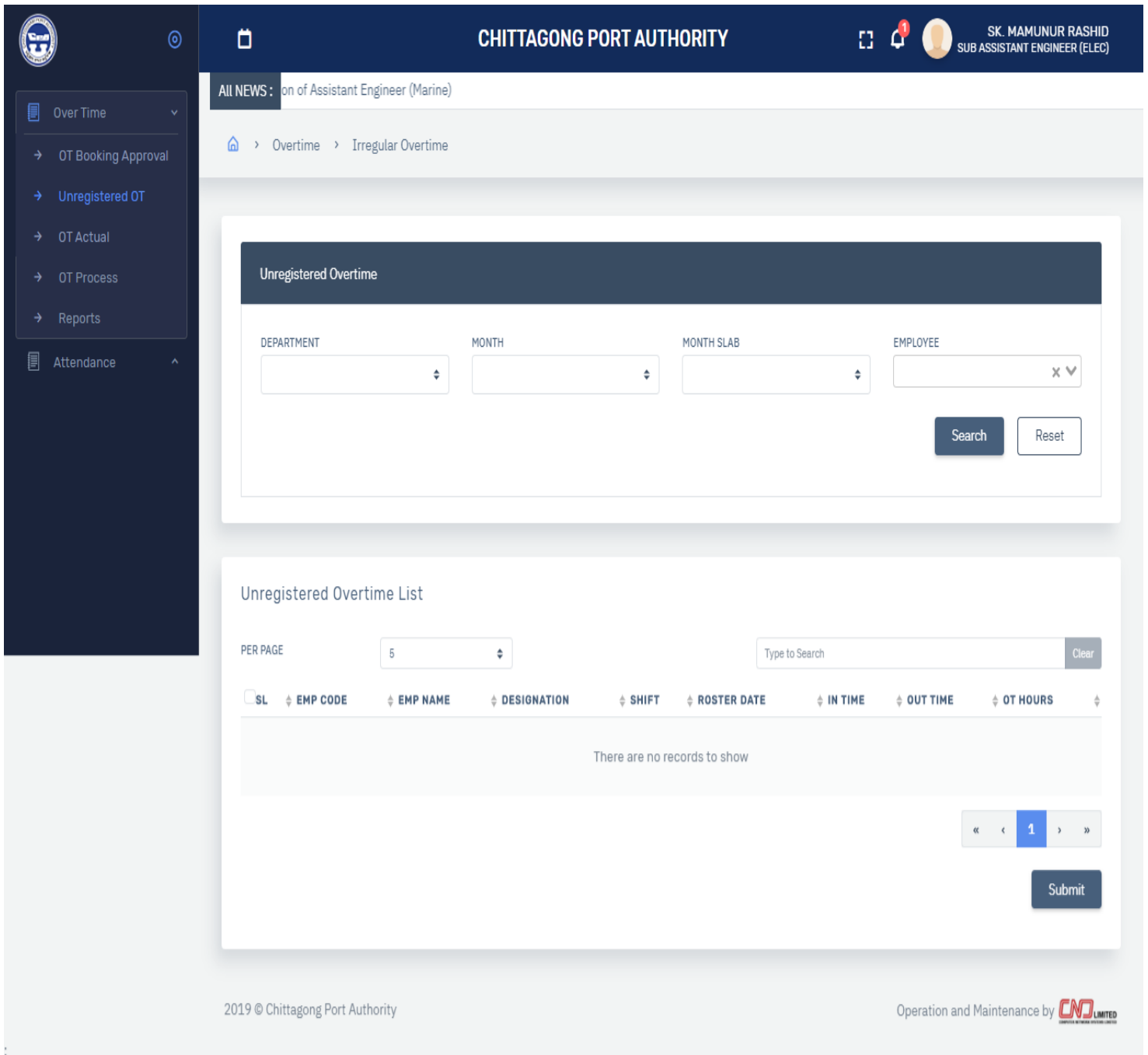
স্টাফ লিস্ট

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Operation and Maintenance by 

### ৩। অনিবন্ধিত ওভারটাইম

যদি কোন স্টাফ Roster এবং OT Booking এর মাধ্যমে নিবন্ধিত না হয় কিন্তু তাকে ওভারটাইম এর জন্য নির্বাচন করা হয় তবে তাকে এই Form এর মাধ্যমে ওভারটাইমে রেজিস্ট্রেশন করতে হবে। মেন্যু প্যানেল থেকে Unregistered OT এই অপশন এ গিয়ে প্রয়োজনীয় তথ্য দিন এবং রেজিস্ট্রেশন করুন।



**CHITTAGONG PORT AUTHORITY**

SK. MAMUNUR RASHID  
SUB ASSISTANT ENGINEER (ELEC)

All NEWS : on of Assistant Engineer (Marine)

Home > Overtime > Irregular Overtime

#### Unregistered Overtime

DEPARTMENT MONTH MONTH SLAB EMPLOYEE

Search Reset

#### Unregistered Overtime List

PER PAGE 5 Type to Search Clear

| SL                           | EMP CODE | EMP NAME | DESIGNATION | SHIFT | ROSTER DATE | IN TIME | OUT TIME | OT HOURS |
|------------------------------|----------|----------|-------------|-------|-------------|---------|----------|----------|
| There are no records to show |          |          |             |       |             |         |          |          |

« 1 »

Submit

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## ৪। প্রকৃত ওভারটাইম

যদি কোন স্টাফ এর প্রকৃত এবং অনুমোদিত ওভারটাইম ভিন্ন হয় তবে মেন্যু প্যানেল থেকে OT Actual পেজে যেতে হবে এবং OT MONTH, DEPARTMENT, SECTION, EMPLOYEE CODE, OT STATUS ইত্যাদি সার্চ অপশনের মাধ্যমে উক্ত স্টাফকে খুজে বের করুন এবং তার বিপরীতে Entry বাটনে ক্লিক করুন।



Over Time

OT Booking Approval
Unregistered OT
OT Actual
OT Process
Reports

Attendance

CHITTAGONG PORT AUTHORITY


SK. MAMUNUR RASHID  
SUB ASSISTANT ENGINEER (ELEC)

All NEWS :

Overtime > Actual Overtime

Actual Overtime Setup

OT MONTH

DEPARTMENT

SECTION

EMPLOYEE CODE

2020 - January
AUDIT & INSPECTION

OT STATUS

নির্দিষ্ট স্টাফকে খুজে বের করুন

Search

Reset

Actual Overtime

PER PAGE

5

Type to Search

Clear

| SL | EMP CODE | EMP NAME         | DESIGNATION    | DATE FROM  | DATE TO    | REMARKS | REGISTERED HOURS | APPROVED HOURS | STATUS   | ACTUAL TIME ENTRY |
|----|----------|------------------|----------------|------------|------------|---------|------------------|----------------|----------|-------------------|
| 1  | 020214   | MD.ARIF UDDIN    | JUNIOR AUDITOR | 11-01-2020 | 20-01-2020 |         | 3                | 3              | On Proce | Entry             |
| 2  | 020226   | SULTAN MD. ARMAN | JUNIOR AUDITOR | 21-01-2020 | 31-01-2020 |         | 3                | 3              | On Proce | Entry             |
| 3  | 020226   | SULTAN MD. ARMAN | JUNIOR AUDITOR | 01-01-2020 | 10-01-2020 |         | 4                | 4              | On Proce | Entry             |
| 4  | 020214   | MD.ARIF UDDIN    | JUNIOR AUDITOR | 01-01-2020 | 10-01-2020 |         | 4                | 4              | On Proce | Entry             |
| 5  | 020222   | TAHMINA AMIN     | JUNIOR AUDITOR | 11-01-2020 | 20-01-2020 |         | 3                | 3              | On Proce | Entry             |

« 1 »

Submit

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এই পেজ থেকে যেদিনের ওভারটাইম পরিবর্তন করতে চান তার বিপরীতে "ALW" চেকবক্সে ক্লিক করে সঠিক ওভারটাইমটি RECONSIDER HOURS বক্সে লিখুন এবং Submit বাটনে ক্লিক করুন।



- Over Time
  - OT Booking Approval
  - Unregistered OT
  - OT Actual
  - OT Process
  - Reports
- Attendance

**CHITTAGONG PORT AUTHORITY**





SK. MAMUNUR RASHID  
 SUB ASSISTANT ENGINEER (ELEC)

**ALL NEWS :** Number - 10/2019 Job Circular about the position of Assistant Engineer (Marine)

[Home](#) > [Overtime](#) > [Actual Overtime](#)

### Employee Wise Actual Time Setup

|                  |        |                |                  |                   |                    |             |                       |
|------------------|--------|----------------|------------------|-------------------|--------------------|-------------|-----------------------|
| EMP CODE         | 020226 | EMPLOYEE NAME  | SULTAN MD. ARMAN | DEPARTMENT        | AUDIT & INSPECTIOI | DESIGNATION | JUNIOR AUDITOR        |
| REGISTERED HOURS | 4      | APPROVED HOURS | 4                | CURRENT OT STATUS | On Process         | DATE RANGE  | 01/01/2020 - 10/01/20 |

### Employee Wise Actual Overtime Details

LEGEND:   HOLIDAY   WEEKEND

STATUS: ON PROCESS

PER PAGE:

| SL | DATE       | DAY       | SHIFT           | APPD HOURS | ACTUAL HOURS | ALW                                 | RECONSIDER HOURS | OT STATUS | COMMENT |
|----|------------|-----------|-----------------|------------|--------------|-------------------------------------|------------------|-----------|---------|
| 1  | 01/01/2020 | Wednesday | A (08:00-16:00) | 4          | 03:05        | <input type="checkbox"/>            |                  | Process   |         |
| 2  | 02/01/2020 | Thursday  | A (08:00-16:00) | 4          | 03:05        | <input type="checkbox"/>            |                  | Process   |         |
| 3  | 03/01/2020 | Friday    | A (08:00-16:00) | 4          | 03:05        | <input type="checkbox"/>            |                  | Process   |         |
| 4  | 04/01/2020 | Saturday  | A (08:00-16:00) | 4          | 03:05        | <input type="checkbox"/>            |                  | Process   |         |
| 5  | 05/01/2020 | Sunday    | A (08:00-16:00) | 4          | 03:05        | <input type="checkbox"/>            |                  | Process   |         |
| 6  | 06/01/2020 | Monday    | A (08:00-16:00) | 8          | 11:05        | <input type="checkbox"/>            |                  | Process   |         |
| 7  | 07/01/2020 | Tuesday   | A (08:00-16:00) | 4          | 03:05        | <input type="checkbox"/>            |                  | Process   |         |
| 8  | 08/01/2020 | Wednesday | A (08:00-16:00) | 4          | 04:05        | <input type="checkbox"/>            |                  | Process   |         |
| 9  | 09/01/2020 | Thursday  | A (08:00-16:00) | 4          | 04:05        | <input type="checkbox"/>            |                  | Process   |         |
| 10 | 10/01/2020 | Friday    | A (08:00-16:00) | 4          | 04:05        | <input checked="" type="checkbox"/> | 04.05            | Process   |         |

« < 1 > »

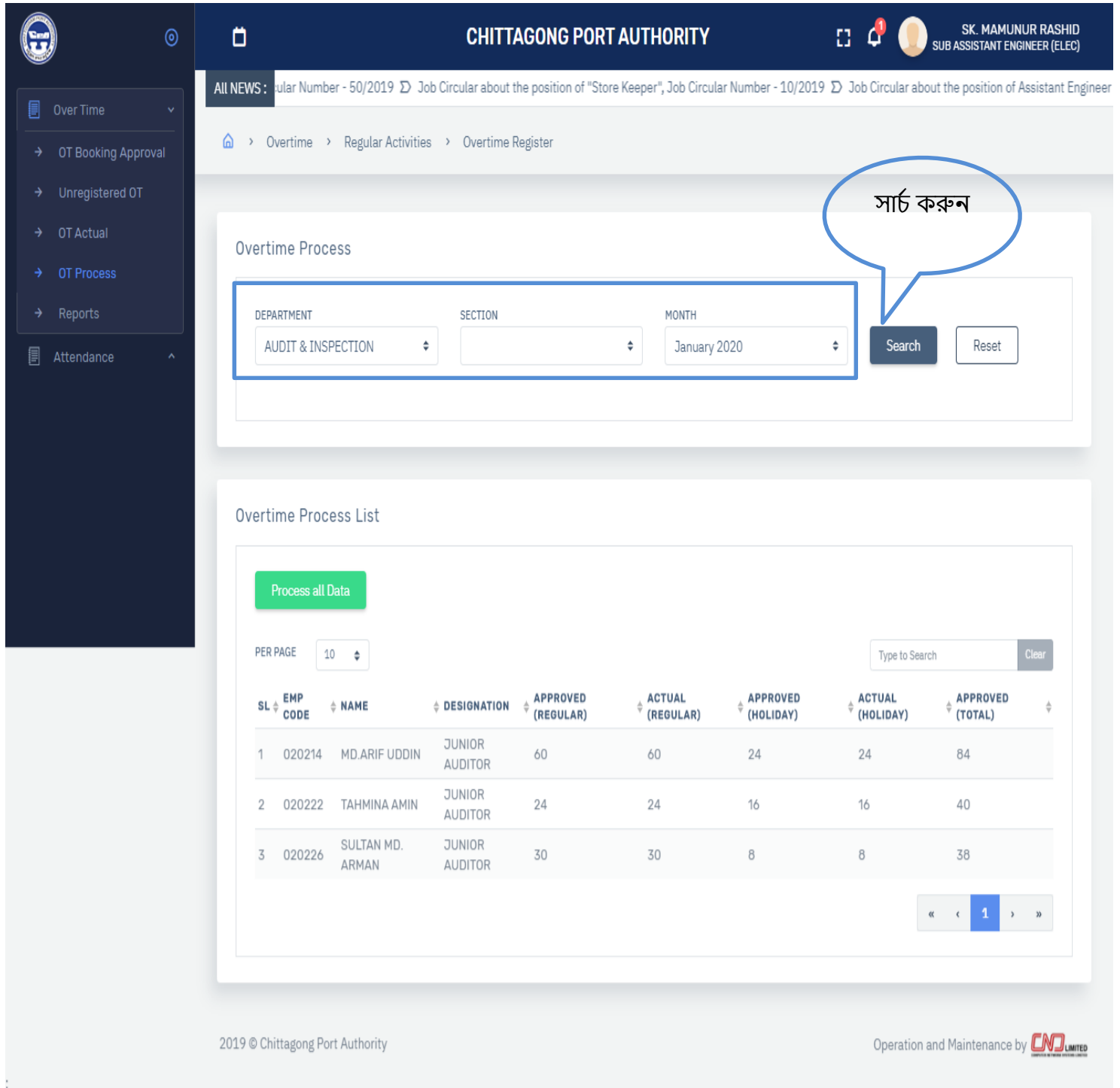
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## ৫। ওভারটাইম প্রসেস

ওভারটাইম প্রসেস এর জন্য বাম পাশের মেন্যু প্যানেল থেকে OT Process সিলেক্ট করুন।

DEPARTMENT, SECTION, MONTH সিলেক্ট করে Search বাটনে ক্লিক করুন। নিচে কাঙ্ক্ষিত স্টাফ এবং তাদের Approved, Actual, Total OT Hour ইত্যাদির তালিকা দেখাবে।



**CHITTAGONG PORT AUTHORITY**

SK. MAMUNUR RASHID  
SUB ASSISTANT ENGINEER (ELEC)

All NEWS : Job Circular Number - 50/2019 Job Circular about the position of "Store Keeper", Job Circular Number - 10/2019 Job Circular about the position of Assistant Engineer

Home > Overtime > Regular Activities > Overtime Register

**Overtime Process**

DEPARTMENT: AUDIT & INSPECTION SECTION: MONTH: January 2020

Search Reset

**Overtime Process List**

Process all Data

PER PAGE: 10

Type to Search Clear

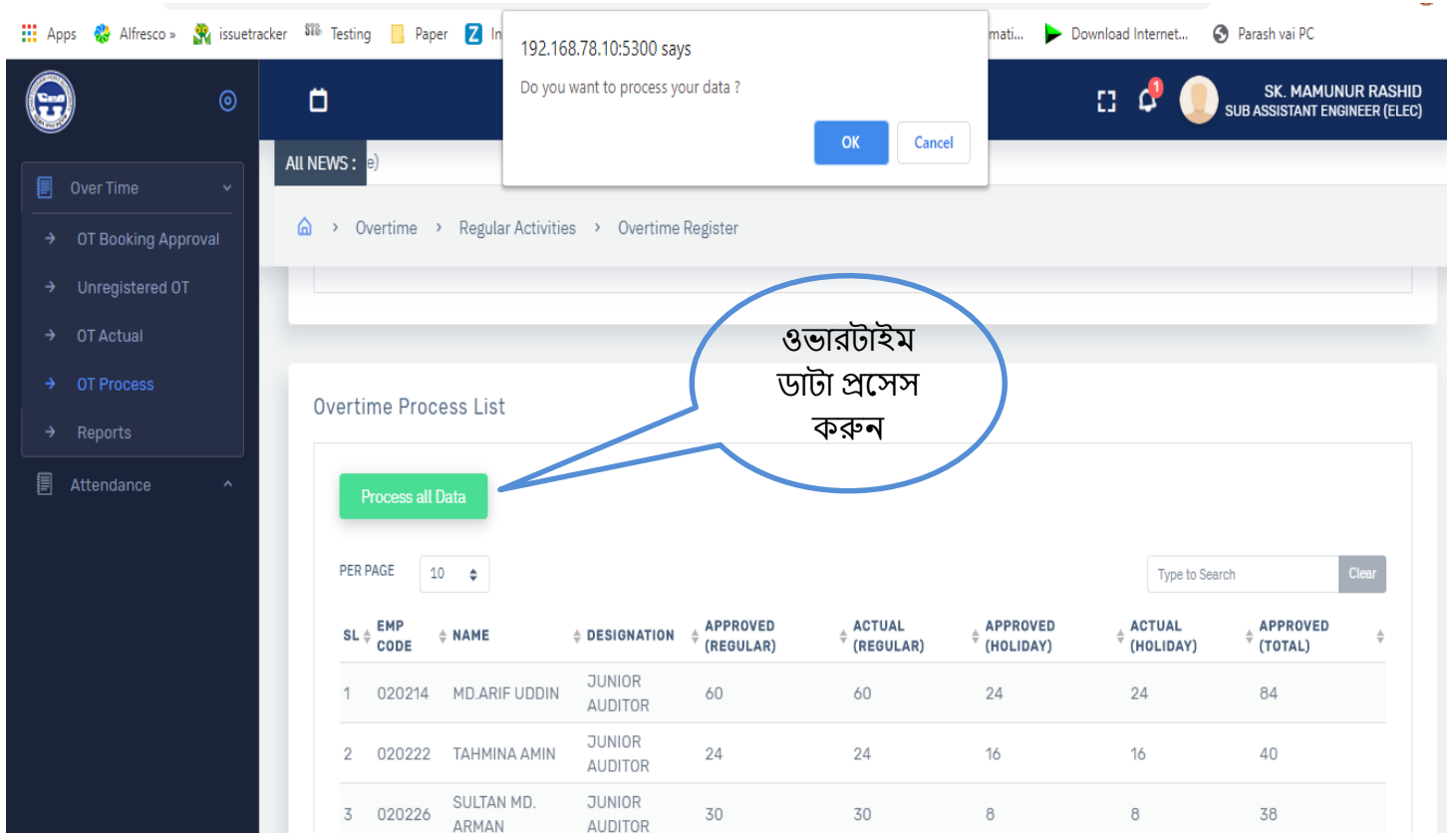
| SL | EMP CODE | NAME             | DESIGNATION    | APPROVED (REGULAR) | ACTUAL (REGULAR) | APPROVED (HOLIDAY) | ACTUAL (HOLIDAY) | APPROVED (TOTAL) |
|----|----------|------------------|----------------|--------------------|------------------|--------------------|------------------|------------------|
| 1  | 020214   | MD.ARIF UDDIN    | JUNIOR AUDITOR | 60                 | 60               | 24                 | 24               | 84               |
| 2  | 020222   | TAHMINA AMIN     | JUNIOR AUDITOR | 24                 | 24               | 16                 | 16               | 40               |
| 3  | 020226   | SULTAN MD. ARMAN | JUNIOR AUDITOR | 30                 | 30               | 8                  | 8                | 38               |

« 1 »

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ওভারটাইম প্রসেস করার জন্য Process All Data বাটনে ক্লিক করুন।



192.168.78.10:5300 says  
Do you want to process your data ?

OK Cancel

SK. MAMUNUR RASHID  
SUB ASSISTANT ENGINEER (ELEC)

Over Time

- OT Booking Approval
- Unregistered OT
- OT Actual
- OT Process
- Reports

Attendance

All NEWS :

Home > Overtime > Regular Activities > Overtime Register

Overtime Process List

Process all Data

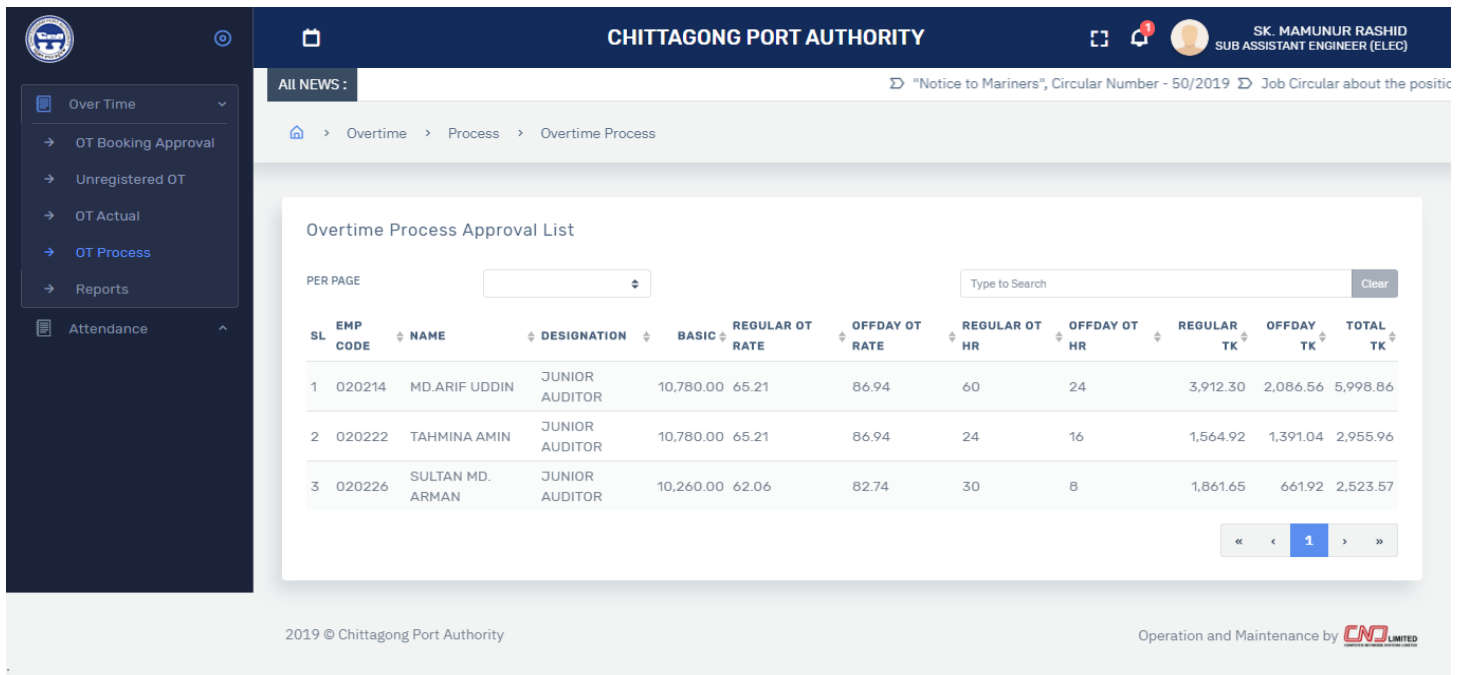
PER PAGE 10

Type to Search Clear

| SL | EMP CODE | NAME             | DESIGNATION    | APPROVED (REGULAR) | ACTUAL (REGULAR) | APPROVED (HOLIDAY) | ACTUAL (HOLIDAY) | APPROVED (TOTAL) |
|----|----------|------------------|----------------|--------------------|------------------|--------------------|------------------|------------------|
| 1  | 020214   | MD.ARIF UDDIN    | JUNIOR AUDITOR | 60                 | 60               | 24                 | 24               | 84               |
| 2  | 020222   | TAHMINA AMIN     | JUNIOR AUDITOR | 24                 | 24               | 16                 | 16               | 40               |
| 3  | 020226   | SULTAN MD. ARMAN | JUNIOR AUDITOR | 30                 | 30               | 8                  | 8                | 38               |

ওভারটাইম ডাটা প্রসেস করুন

Overtime Process Approval List থেকে অনুমোদিত স্টাফদের তালিকা দেখা যাবে।



CHITTAGONG PORT AUTHORITY

SK. MAMUNUR RASHID  
SUB ASSISTANT ENGINEER (ELEC)

All NEWS :

Home > Overtime > Process > Overtime Process

Overtime Process Approval List

PER PAGE

Type to Search Clear

| SL | EMP CODE | NAME             | DESIGNATION    | BASIC     | REGULAR OT RATE | OFFDAY OT RATE | REGULAR OT HR | OFFDAY OT HR | REGULAR TK | OFFDAY TK | TOTAL TK |
|----|----------|------------------|----------------|-----------|-----------------|----------------|---------------|--------------|------------|-----------|----------|
| 1  | 020214   | MD.ARIF UDDIN    | JUNIOR AUDITOR | 10,780.00 | 65.21           | 86.94          | 60            | 24           | 3,912.30   | 2,086.56  | 5,998.86 |
| 2  | 020222   | TAHMINA AMIN     | JUNIOR AUDITOR | 10,780.00 | 65.21           | 86.94          | 24            | 16           | 1,564.92   | 1,391.04  | 2,955.96 |
| 3  | 020226   | SULTAN MD. ARMAN | JUNIOR AUDITOR | 10,260.00 | 62.06           | 82.74          | 30            | 8            | 1,861.65   | 661.92    | 2,523.57 |

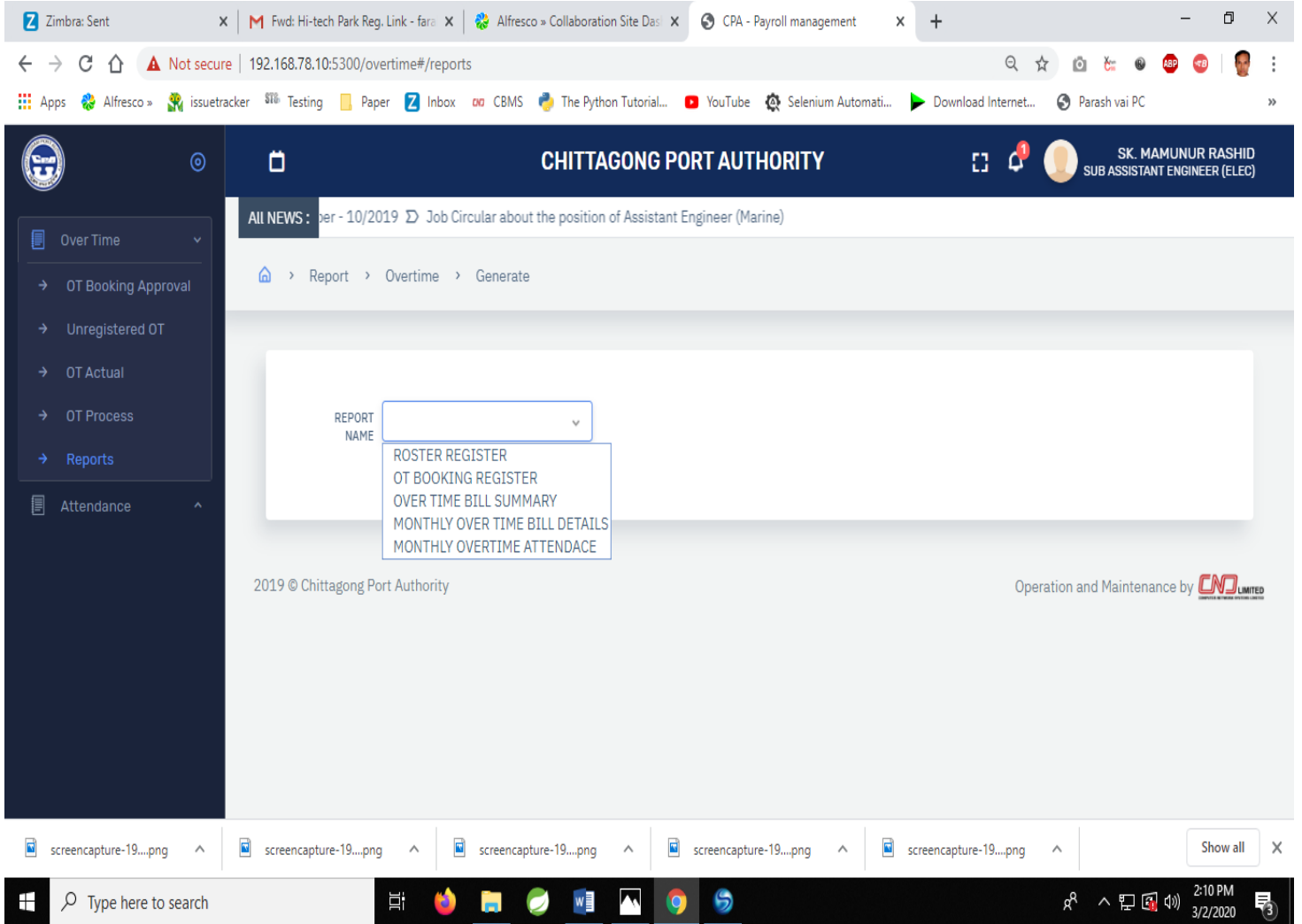
« < 1 > »

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Operation and Maintenance by 

## ৩। রিপোর্ট

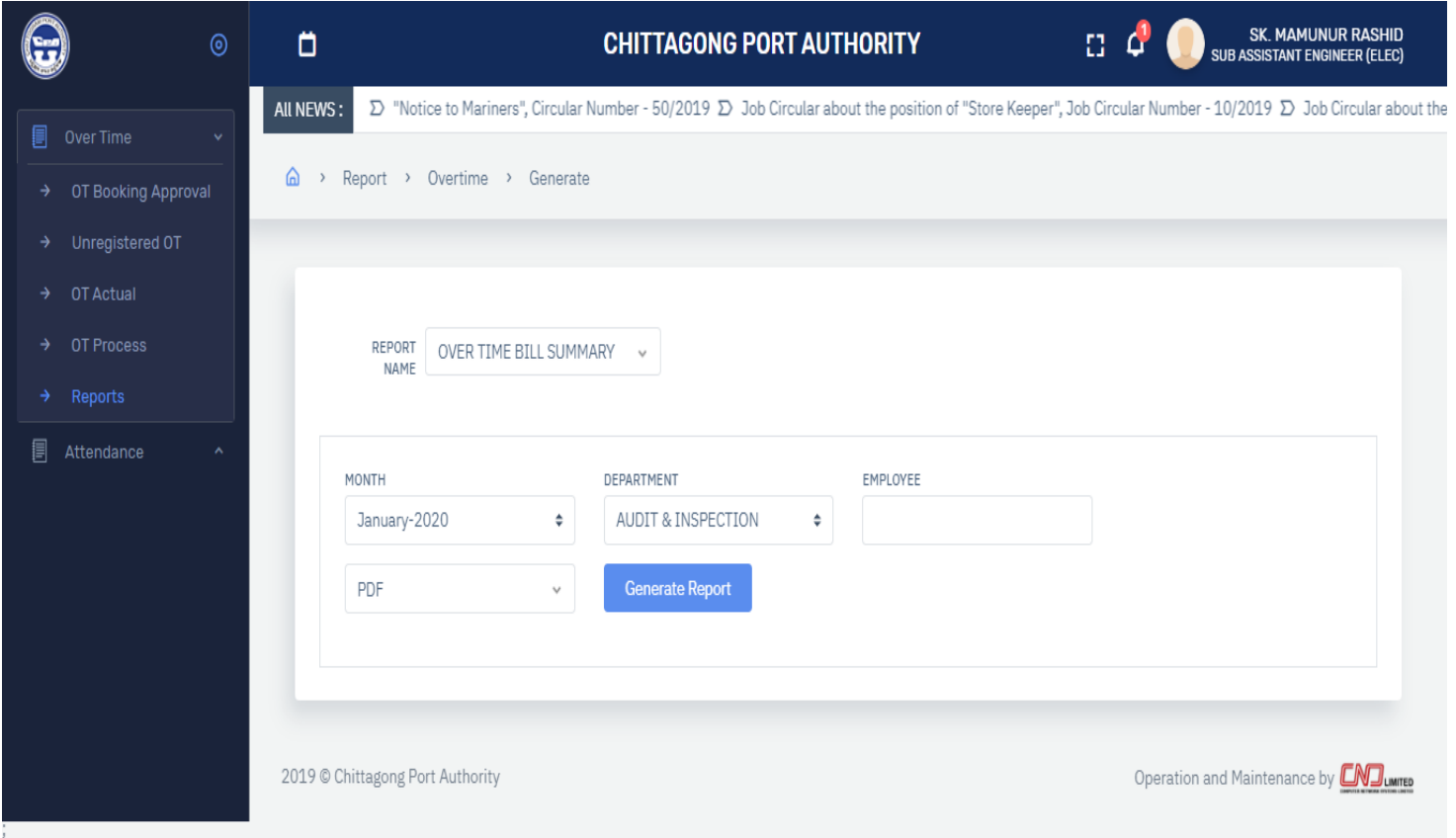
বাম পাশের মেন্যু প্যানেল থেকে Reports এ ক্লিক করে আপনার প্রয়োজনীয় Report Name টি সিলেক্ট করুন।



### ৩.১। রিপোর্ট সিলেক্ট করুন

এই পেজটিতে Report টি আপনি MONTH, DEPARTMENT, EMPLOYEE CODE এবং Report টি যে ফরম্যাটে দেখতে চান তা প্রবেশ করান। সবশেষে Generate Report বাটনে ক্লিক করুন।

1. Monthly Overtime Bill Details
2. Monthly Overtime Attendance
3. OT Booking Register
4. Over Time Bill Summary
5. Roster Register



The screenshot shows the Chittagong Port Authority (CPA) web application interface. The header includes the CPA logo, the text "CHITTAGONG PORT AUTHORITY", and user information: "SK. MAMUNUR RASHID SUB ASSISTANT ENGINEER (ELEC)". A navigation menu on the left lists "Over Time" (selected) and "Attendance". The main content area shows a breadcrumb trail: "Report > Overtime > Generate". Below this, there is a form to generate an "OVER TIME BILL SUMMARY" report. The form includes dropdowns for "MONTH" (January-2020), "DEPARTMENT" (AUDIT & INSPECTION), and "EMPLOYEE" (empty). A "PDF" dropdown is also present. A blue "Generate Report" button is at the bottom right of the form. The footer contains the copyright notice "2019 © Chittagong Port Authority" and the text "Operation and Maintenance by CNS LIMITED".

## ৩.২ | Monthly Overtime Bill রিপোর্ট



### Chittagong Port Authority

#### Monthly Overtime Bill

Page no: 1/1

Department: AUDIT &amp; INSPECTION

Month: JANUARY-2020

Printed on: Mar 16, 2020 9:34 AM

| EMPLOYEE INFO                                                                                                        | BASIC     | REGULAR<br>OT RATE | OFFDAY<br>OT RATE | REGULAR<br>OT HOURS | OFFDAY<br>OT HOURS | REGULAR<br>OT<br>AMOUNT | OFFDAY<br>OT<br>AMOUNT | TOTAL PAY<br>AMOUNT | SATURDAY   | SUNDAY     | MONDAY     | TUESDAY    | WEDNESDAY  | THURSDAY   | FRIDAY     |
|----------------------------------------------------------------------------------------------------------------------|-----------|--------------------|-------------------|---------------------|--------------------|-------------------------|------------------------|---------------------|------------|------------|------------|------------|------------|------------|------------|
| MD. HUMAYUN KABIR<br>EMP CODE: 020029<br>AUDIT ASSISTANT<br>A/C NO: 100024017<br>REF VAL:                            | 20,360.00 | 123.15             | 164.19            | 100                 | 16                 | 12,315.00               | 2,627.00               | <b>15,006.00</b>    |            |            |            |            | 01 - 03:05 | 02 - 03:05 | 03 - 03:05 |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 04 - 03:05 | 05 - 03:05 | 06 - 0     | 07 - 0     | 08 - 0     | 09 - 0     | 10 - 0     |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 11 - 03:05 | 12 - 03:05 | 13 - 03:05 | 14 - 03:05 | 15 - 10:05 | 16 - 10:05 | 17 - 10:05 |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 18 - 10:05 | 19 - 10:05 | 20 - 10:05 | 21 - 10:05 | 22 - 0     | 23 - 0     | 24 - 0     |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 25 - 0     | 26 - 03:05 | 27 - 11:05 | 28 - 03:05 | 29 - 03:05 | 30 - 03:05 | 31 - 03:05 |
| MD. SAIFUL ISLAM<br>EMP CODE: 020075<br>AUDIT ASSISTANT<br>A/C NO: 0820100037033<br>REF VAL:                         | 19,810.00 | 119.82             | 159.76            | 100                 | 16                 | 11,982.00               | 2,556.00               | <b>14,600.00</b>    |            |            |            |            | 01 - 03:05 | 02 - 03:05 | 03 - 03:05 |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 04 - 03:05 | 05 - 03:05 | 06 - 0     | 07 - 0     | 08 - 0     | 09 - 0     | 10 - 0     |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 11 - 03:05 | 12 - 03:05 | 13 - 03:05 | 14 - 03:05 | 15 - 10:05 | 16 - 10:05 | 17 - 10:05 |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 18 - 10:05 | 19 - 10:05 | 20 - 10:05 | 21 - 10:05 | 22 - 0     | 23 - 0     | 24 - 0     |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 25 - 0     | 26 - 03:05 | 27 - 11:05 | 28 - 03:05 | 29 - 03:05 | 30 - 03:05 | 31 - 03:05 |
| TAPAN KUMAR SEN<br>EMP CODE: 005880<br>AUDIT SUPER /<br>SUPERINTENDENT<br>AUDIT<br>A/C NO: 0820100097843<br>REF VAL: | 27,430.00 | 165.91             | 221.21            | 15                  |                    | 2,488.00                |                        |                     |            |            |            |            | 01 - 03:05 | 02 - 03:05 | 03 - 03:05 |
|                                                                                                                      |           |                    |                   |                     |                    |                         |                        |                     | 04 - 03:05 | 05 - 03:05 |            |            |            |            |            |

## ৩.৩। Monthly Overtime Attendance রিপোর্ট

| <div>  <div> <b>Chittagong Port Authority</b><br/>           Department wise Monthly Attendance         </div> </div> |                |                                    |          |                                     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                      |    |    |    |    |    |    |    |                                  |    |    |    |    |    |    |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------|----------|-------------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|----|----------------------------------|----|----|----|----|----|----|----|
| Page no:1/4                                                                                                                                                                                            |                |                                    |          | Department Name: AUDIT & INSPECTION |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | Month: JANUARY, 2020 |    |    |    |    |    |    |    | Printed on: Mar 16, 2020 9:36 AM |    |    |    |    |    |    |    |
| SL                                                                                                                                                                                                     | EMPLOYEE NAME  | DESIGNATION                        | EMP CODE | BASIC PAY                           | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16                   | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24                               | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1                                                                                                                                                                                                      | MAHINUL        | JUNIOR AUDITOR                     | 020224   | 10,780.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 2                                                                                                                                                                                                      | ISMAT ARA      | JUNIOR AUDITOR                     | 020197   | 10,780.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 3                                                                                                                                                                                                      | MD.ALAMGIR     | AUDIT SUPER / SUPERINTENDENT AUDIT | 020009   | 23,660.00                           | D  | D  | D  | A  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 4                                                                                                                                                                                                      | ABUL KASHEM    | AUDIT SUPER / SUPERINTENDENT AUDIT | 020017   | 27,430.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 5                                                                                                                                                                                                      | JAKAR ULLAH    | A. M. JAMADAR                      | 020037   | 23,000.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 6                                                                                                                                                                                                      | SABUJ NANDI    | AUDIT OFFICER                      | 000542   | 25,480.00                           | A  | A  | R  | R  | A  | A  | A  | A  | A  | R  | R  | A  | A  | A  | A  | A                    | R  | R  | A  | A  | A  | A  | A  | R                                | R  | A  | A  | A  | A  | A  | R  |
| 7                                                                                                                                                                                                      | AZIZA KHANAM   | JUNIOR AUDITOR                     | 020199   | 10,780.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | A  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 8                                                                                                                                                                                                      | MD.MOHIUDDIN   | JUNIOR AUDITOR                     | 020188   | 10,780.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 9                                                                                                                                                                                                      | SHOMPA GHOSE   | AUDIT ASSISTANT                    | 020151   | 14,050.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 10                                                                                                                                                                                                     | TAHMINA AMIN   | JUNIOR AUDITOR                     | 020222   | 10,780.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 11                                                                                                                                                                                                     | ATIQUR RAHMAN  | JUNIOR AUDITOR                     | 020231   | 10,260.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 12                                                                                                                                                                                                     | BISWAJIT NATH  | STENO TYPIST                       | 017263   | 27,430.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 13                                                                                                                                                                                                     | KHALEDA BEGUM  | UPPER DIVISION ASSISTANT           | 020172   | 15,120.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 14                                                                                                                                                                                                     | MD. AZIZ MEAH  | M.L.S.S                            | 006053   | 16,240.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 15                                                                                                                                                                                                     | MD.ARIF UDDIN  | JUNIOR AUDITOR                     | 020214   | 10,780.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 16                                                                                                                                                                                                     | MD.LIAKAT ALI  | AUDIT ASSISTANT                    | 020071   | 21,450.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 17                                                                                                                                                                                                     | TAHMINA AKTER  | UPPER DIVISION ASSISTANT           | 020160   | 15,120.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 18                                                                                                                                                                                                     | TAHRINA ZAMAN  | AUDIT ASSISTANT                    | 020148   | 14,050.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |
| 19                                                                                                                                                                                                     | MD. NURUL ALAM | AUDIT ASSISTANT                    | 021013   | 20,810.00                           | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D  | D                    | D  | D  | D  | D  | D  | D  | D  | D                                | D  | D  | D  | D  | D  | D  | D  |

## ৩.৪ | Overtime Register রিপোর্ট

# Chittagong Port Authority

## Overtime Register

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Page No 1/3

Department : AUDIT & INSPECTION

Printed On Mar 16, 2020 9:37 AM

EMP NAME: MD. HUMAYUN KABIR

| Roster Date | Day       | Description | Equipment No | Booking Place | Overtime Period | Regular Hour | Off day Hour | Remarks |
|-------------|-----------|-------------|--------------|---------------|-----------------|--------------|--------------|---------|
| 01-JAN-2020 | WEDNESDAY |             |              |               | 16:00 - 20:00   | 4            |              |         |
| 02-JAN-2020 | THURSDAY  |             |              |               | 16:00 - 20:00   | 4            |              |         |
| 03-JAN-2020 | FRIDAY    |             |              |               | 16:00 - 20:00   | 4            |              |         |
| 04-JAN-2020 | SATURDAY  |             |              |               | 16:00 - 20:00   | 4            |              |         |
| 05-JAN-2020 | SUNDAY    |             |              |               | 16:00 - 20:00   | 4            |              |         |
| 06-JAN-2020 | MONDAY    |             |              |               | 00:00 - 08:00   |              | 8            | OFF-DAY |
| 07-JAN-2020 | TUESDAY   |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 08-JAN-2020 | WEDNESDAY |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 09-JAN-2020 | THURSDAY  |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 10-JAN-2020 | FRIDAY    |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 11-JAN-2020 | SATURDAY  |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 12-JAN-2020 | SUNDAY    |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 13-JAN-2020 | MONDAY    |             |              |               | 00:00 - 04:00   |              | 8            | OFF-DAY |
| 14-JAN-2020 | TUESDAY   |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 15-JAN-2020 | WEDNESDAY |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 16-JAN-2020 | THURSDAY  |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 17-JAN-2020 | FRIDAY    |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 18-JAN-2020 | SATURDAY  |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 19-JAN-2020 | SUNDAY    |             |              |               | 00:00 - 04:00   | 4            |              |         |
| 20-JAN-2020 | MONDAY    |             |              |               | 00:00 - 04:00   |              | 8            | OFF-DAY |

### ৩.৫ | Over Time Bill Summary রিপোর্ট

| Over Time Bill Summary                                         |                                       |           |              |              |                                  |              |                |                |              |
|----------------------------------------------------------------|---------------------------------------|-----------|--------------|--------------|----------------------------------|--------------|----------------|----------------|--------------|
| 1 / 1                                                          |                                       |           |              |              |                                  |              |                |                |              |
| Chittagong Port Authority<br>Over Time Bill Summary            |                                       |           |              |              |                                  |              |                |                |              |
| Page No:1/1                                                    |                                       |           |              |              | Printed on: Mar 16, 2020 9:41 AM |              |                |                |              |
| Month: JANUARY -2020                                           |                                       |           |              |              | Department: AUDIT & INSPECTION   |              |                |                |              |
| Employee                                                       | Designation                           | Basic     | Off Day Hour | Regular Hour | Regular day Rate                 | Off Day Rate | Off Day Amount | Regular Amount | Total Amount |
| TAPAN KUMAR SEN<br>Emp code 005880<br>Account No 0820100097843 | AUDIT SUPER / SUPERINTENDENT<br>AUDIT | 27,430.00 | 0            | 15           | 165.90                           | 221.20       | 0.00           | 2,488.50       | 2,488.50     |
| <b>Total</b>                                                   |                                       | 27,430.00 | 0            | 15           | 165.90                           | 221.20       | 0.00           | 2,488.50       | 2,488.50     |

### ৩.৬ | Roster Register রিপোর্ট

Roster Register

1 / 1

Chittagong Port Authority

Roster Register

Page No:1/1

Printed On: Mar 16, 2020 9:41 AM

Department Name: AUDIT & INSPECTION

| GROUP    | SHIFT CODE | START DATE | END DATE   | EMP CODE | EMP NAME          | DESIGNATION                           | OFF DAY | SHORANJAM |
|----------|------------|------------|------------|----------|-------------------|---------------------------------------|---------|-----------|
| Group 16 | C          | 26-01-2020 | 31-01-2020 | 020075   | MD.SAIFUL ISLAM   | AUDIT ASSISTANT                       | MON     |           |
|          |            |            |            | 020029   | MD. HUMAYUN KABIR | AUDIT ASSISTANT                       | MON     |           |
|          |            |            |            | 005880   | TAPAN KUMAR SEN   | AUDIT SUPER / SUPERINTENDENT<br>AUDIT | MON     |           |
|          | B          | 06-01-2020 | 10-01-2020 | 020075   | MD.SAIFUL ISLAM   | AUDIT ASSISTANT                       | MON     |           |
|          |            |            |            | 020029   | MD. HUMAYUN KABIR | AUDIT ASSISTANT                       | MON     |           |
|          |            |            |            | 005880   | TAPAN KUMAR SEN   | AUDIT SUPER / SUPERINTENDENT<br>AUDIT | MON     |           |
|          | A          | 01-01-2020 | 05-01-2020 | 005880   | TAPAN KUMAR SEN   | AUDIT SUPER / SUPERINTENDENT<br>AUDIT | MON     |           |
|          |            |            |            | 020029   | MD. HUMAYUN KABIR | AUDIT ASSISTANT                       | MON     |           |
|          |            |            |            | 020075   | MD.SAIFUL ISLAM   | AUDIT ASSISTANT                       | MON     |           |