Logo / Name of the Organisation

Staff Movement Register

Address of the Organisation:

<table>
<thead>
<tr>
<th>Location of office:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Place to be visited</th>
<th>Purpose of visit</th>
<th>Permission granted by</th>
<th>Time Out</th>
<th>Time In</th>
<th>Total time remained out</th>
<th>Status of the Visit</th>
<th>Remarks</th>
</tr>
</thead>
</table>
The above entries in the Movement Register should be supported with the following Out Station Duty Slip in duplicate duly signed by concerned HOD/Authorized Signatory.

Logo / Name of the Organization

Official Out Duty Slip

Sr. No.:

1. Name of Employee:___________________________________
2. Designation:__________________________________________
3. Date of Visit:________________________________________
4. Time Allowed from: _______________To__________________ for out of station duty.
5. Place to be visited:____________________________________
6. Purpose of Visit:______________________________________
7. Ordinary duty Hours from ___________to________________ Shift: __________________

Signature of Employee:___________________ Signature of HOD/AS
Date:____________________ Date:____________________

"AT MBONNY IT'S ALL ABOUT THE BUSINESS"