

The file when opened appears like this-

	A	B	C	D	E	F	G	H	I	J	K
1		Priority	Duty Type		Rank	Name	Employee Number	Status	Date		
2	Start Program	1	POLICE LINES STAFF		HC	RANDEV SINGH	389	Joined	01 July 2018		
3		2	M.T. STAFF		HHC	SURENDER PAL	7	Joined	01 July 2018		
4		3	D.I. DUTY STAFF		HC	JULFAN MOHD.	8	Joined	01 July 2018		
5		4	DRIVER DUTY		HHC	JAGJEET SINGH	9	Joined	01 July 2018		
6		5	OSD		HC	JAGIR SINGH	11	Joined	01 July 2018		
7	ROLL CALL REGISTER, POLICE LINES, DATE:	6	PSO DUTY		C	JASBIR SINGH	12	Joined	01 July 2018		
8	36	7	NIAB COURT DUTY		HHC	SALIM KHAN	17	Joined	01 July 2018		
9	Ranks	8	OFFICE DUTY		HC	SOM PRAKASH	18	Joined	01 July 2018		
10	C	9	QRT STAFF		C	MOHD. AYUB	24	Joined	01 July 2018		
11	L/C	10	CAMP OFFICE GUARD		HC	DINESH KUMAR	26	Joined	01 July 2018		
12	HC	11	QUARTER GUARD		HHC	KARUN KUMAR	30	Joined	01 July 2018		
13	L/HHC	12	MARKAND GUARD		HHC	PARMOD SINGH	35	Joined	01 July 2018		
14	HHC	13	EVM GUARD		L/HHC	RAJ DEVI	40	Joined	01 July 2018		
15	L/HHC	14	UAC TRAINING		HC	BHAGWAT PRASAD	44	Joined	01 July 2018		
16	ASI	15	TEMPORARY ATTACHMENT		HHC	NONINDER SINGH	45	Joined	01 July 2018		
17	SI	16	PO CELL		HHC	CHATTER SINGH	48	Joined	01 July 2018		
18	INSP	17	OUTSTATION PRISON ESCORT		HHC	RAMESH CHAND	54	Joined	01 July 2018		
19		18	LOCAL PRISON ESCORT		C	DEEPAK SHARMA	61	Joined	01 July 2018		
20		19	ABSENT		HC	KASHMIRI LAL	64	Joined	01 July 2018		
21		20	LEAVE		C	VIRENDER SINGH	73	Joined	01 July 2018		
22		21	MEDICAL REST		HHC	BALBIR SINGH	74	Joined	01 July 2018		
23		22	CONTINGENCY STAFF		C	VIKRAM DEV	76	Joined	01 July 2018		
24		23	AVAILABLE		C	ABHINAV DANGWAL	79	Joined	01 July 2018		

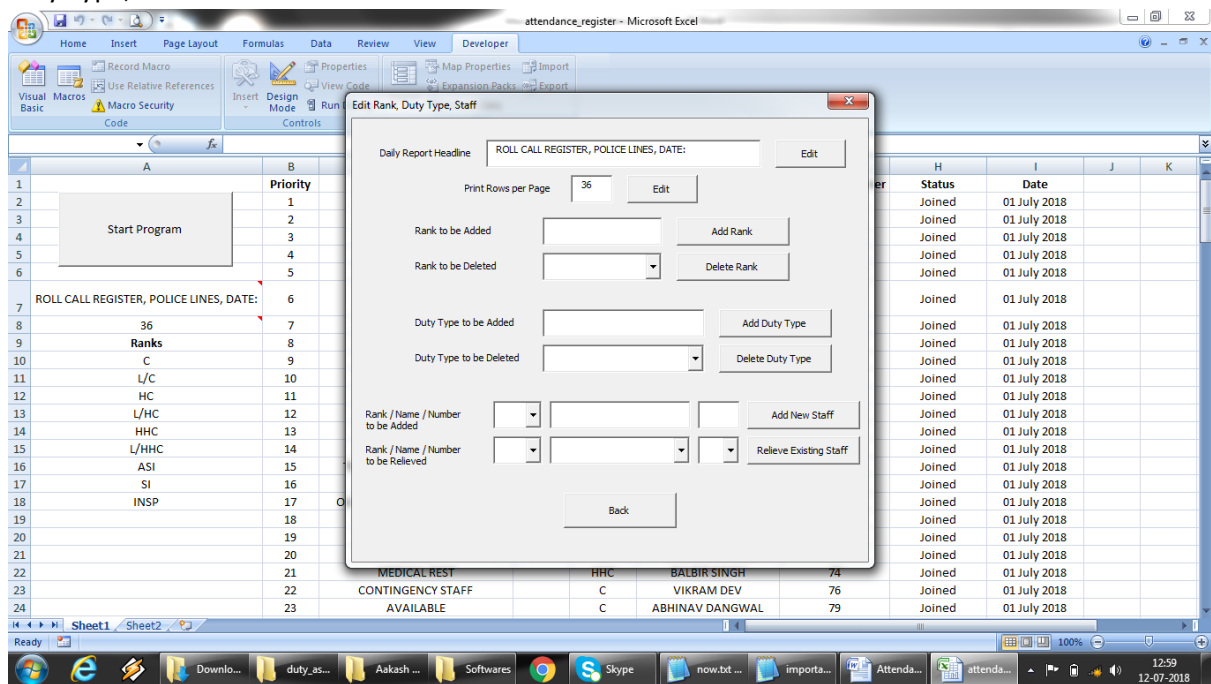
Sheets are protected. They have been protected so that no one can change any data therein without making use of software. This will help in avoiding all kind of erroneous inputs.

When Start button is pressed; provided Macros are enabled, the following screen comes up-

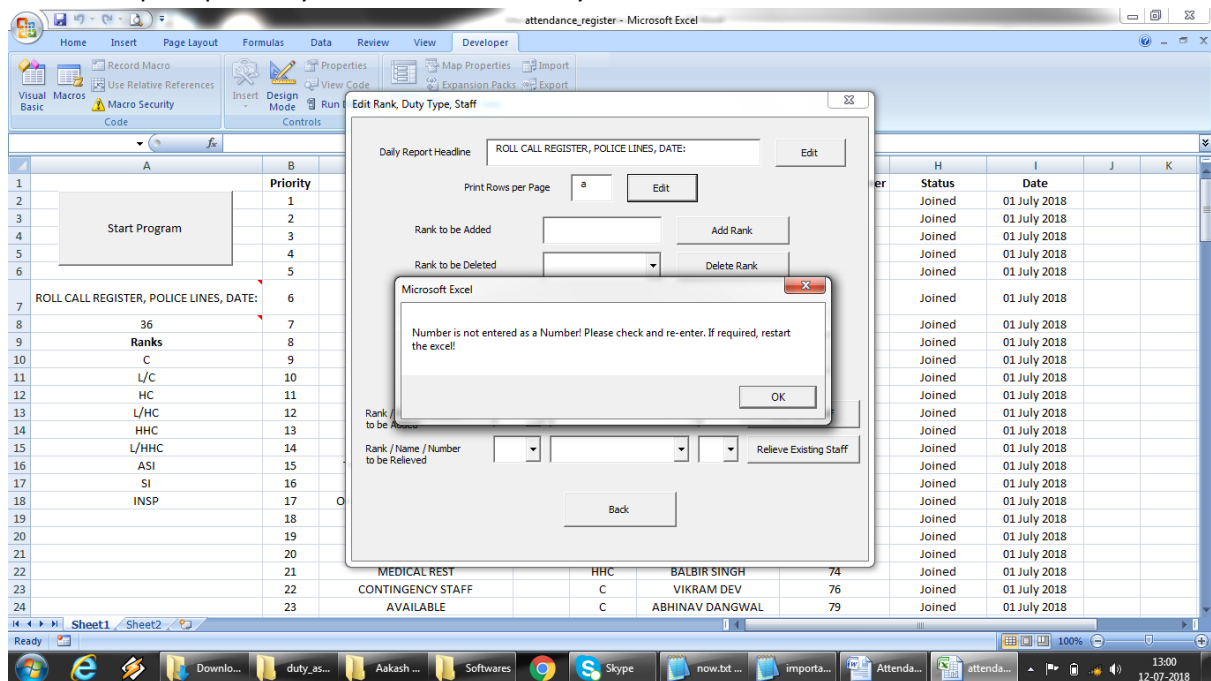
	A	B	C	D	E	F	G	H	I	J	K
1		Priority	Duty Type				Employee Number	Status	Date		
2	Start Program	1	POLICE LINES STAFF				389	Joined	01 July 2018		
3		2	M.T. STAFF				7	Joined	01 July 2018		
4		3	D.I. DUTY STAFF				8	Joined	01 July 2018		
5		4	DRIVER DUTY				9	Joined	01 July 2018		
6		5	OSD				11	Joined	01 July 2018		
7	ROLL CALL REGISTER, POLICE LINES, DATE:	6	PSO DUTY				12	Joined	01 July 2018		
8	36	7	NIAB COURT DUTY				17	Joined	01 July 2018		
9	Ranks	8	OFFICE DUTY				18	Joined	01 July 2018		
10	C	9	QRT STAFF				24	Joined	01 July 2018		
11	L/C	10	CAMP OFFICE GUARD				26	Joined	01 July 2018		
12	HC	11	QUARTER GUARD				30	Joined	01 July 2018		
13	L/HHC	12	MARKAND GUARD				35	Joined	01 July 2018		
14	HHC	13	EVM GUARD				40	Joined	01 July 2018		
15	L/HHC	14	UAC TRAINING				44	Joined	01 July 2018		
16	ASI	15	TEMPORARY ATTACHMENT				45	Joined	01 July 2018		
17	SI	16	PO CELL				48	Joined	01 July 2018		
18	INSP	17	OUTSTATION PRISON ESCORT				54	Joined	01 July 2018		
19		18	LOCAL PRISON ESCORT				61	Joined	01 July 2018		
20		19	ABSENT				64	Joined	01 July 2018		
21		20	LEAVE				73	Joined	01 July 2018		
22		21	MEDICAL REST				74	Joined	01 July 2018		
23		22	CONTINGENCY STAFF		C	VIKRAM DEV	76	Joined	01 July 2018		
24		23	AVAILABLE		C	ABHINAV DANGWAL	79	Joined	01 July 2018		

Edit Rank, Duty Type, Staff

This screen is used to edit name of Office, do print setup by editing rows per page, add/delete Rank, Duty Type, Staff-

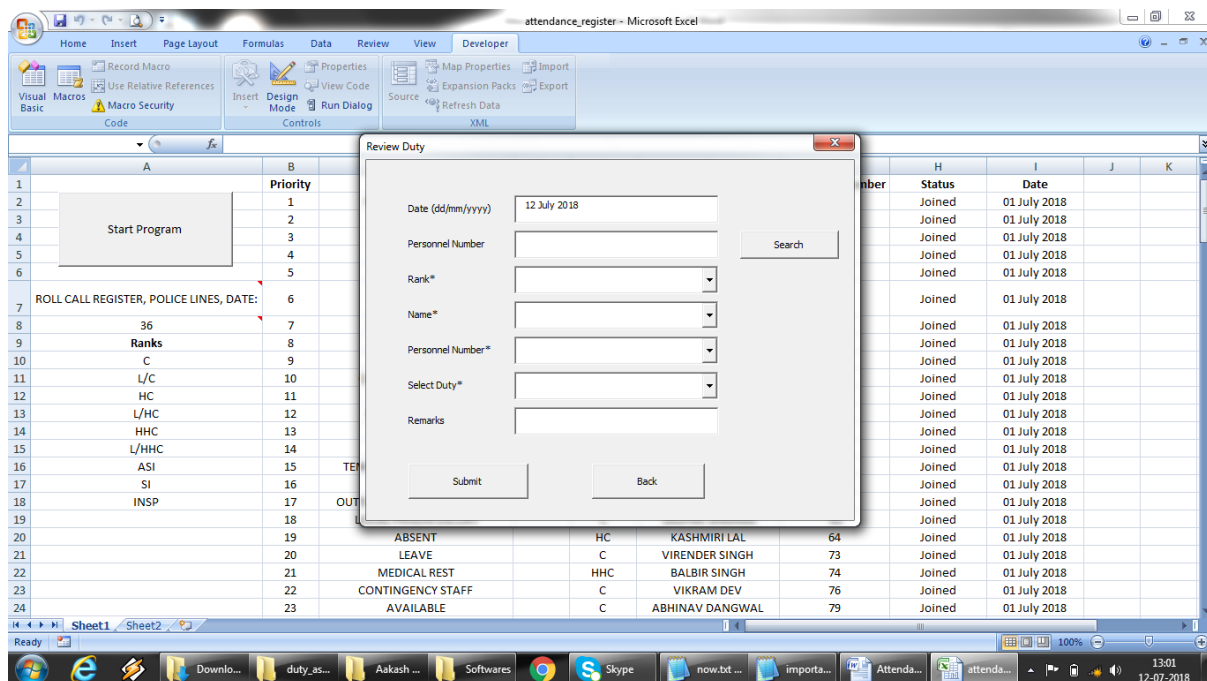


The screen prompts if any box is filled incorrectly-

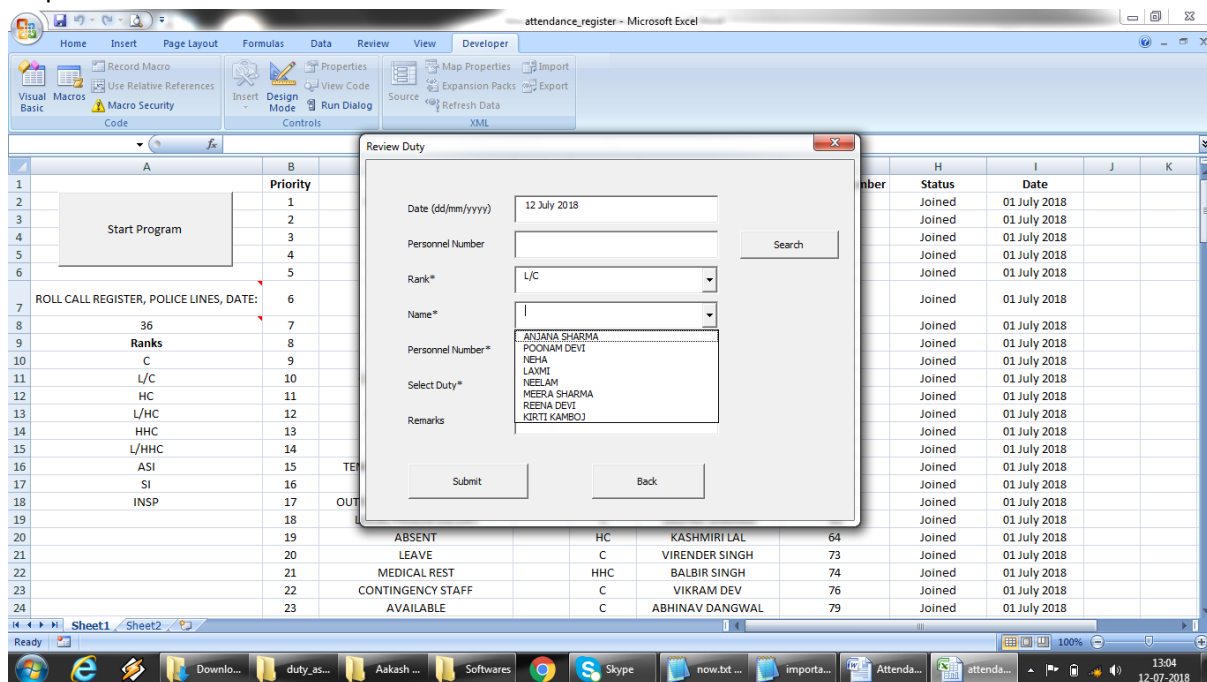


Review Duty

The screen can be used to review duties of Personnel. It is basically marking duty changes and absentees.



Personnel can be searched via their Identity Number or Rank and thereafter selecting from dropdown.



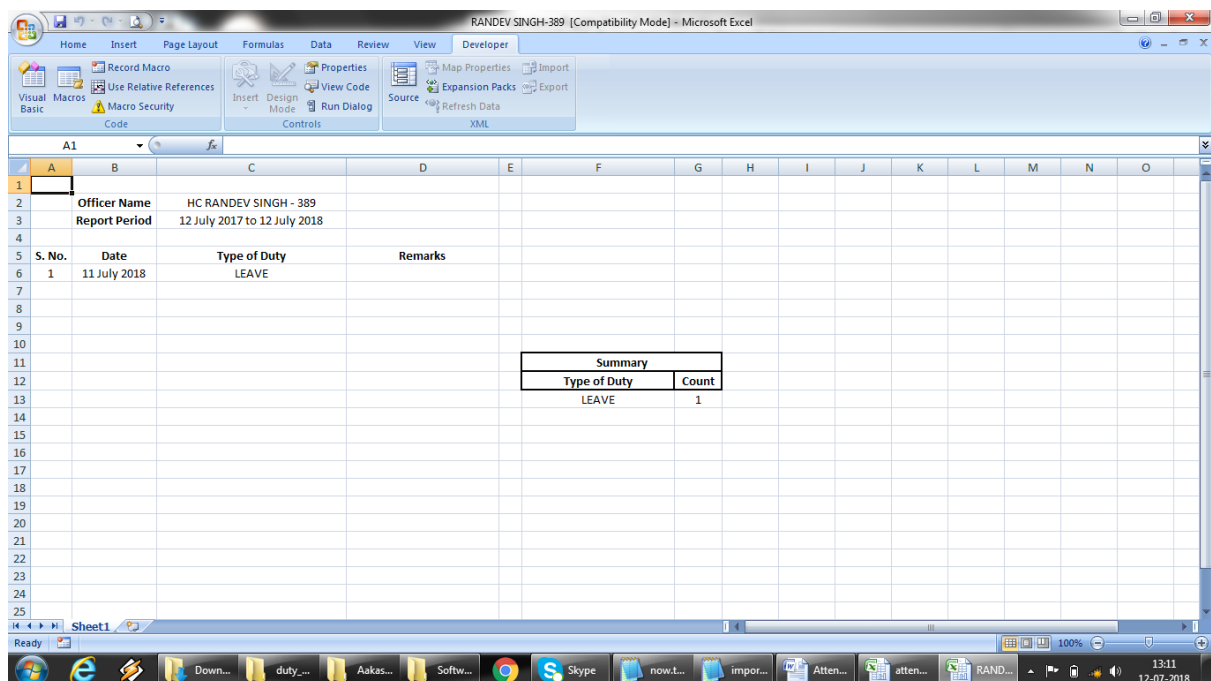
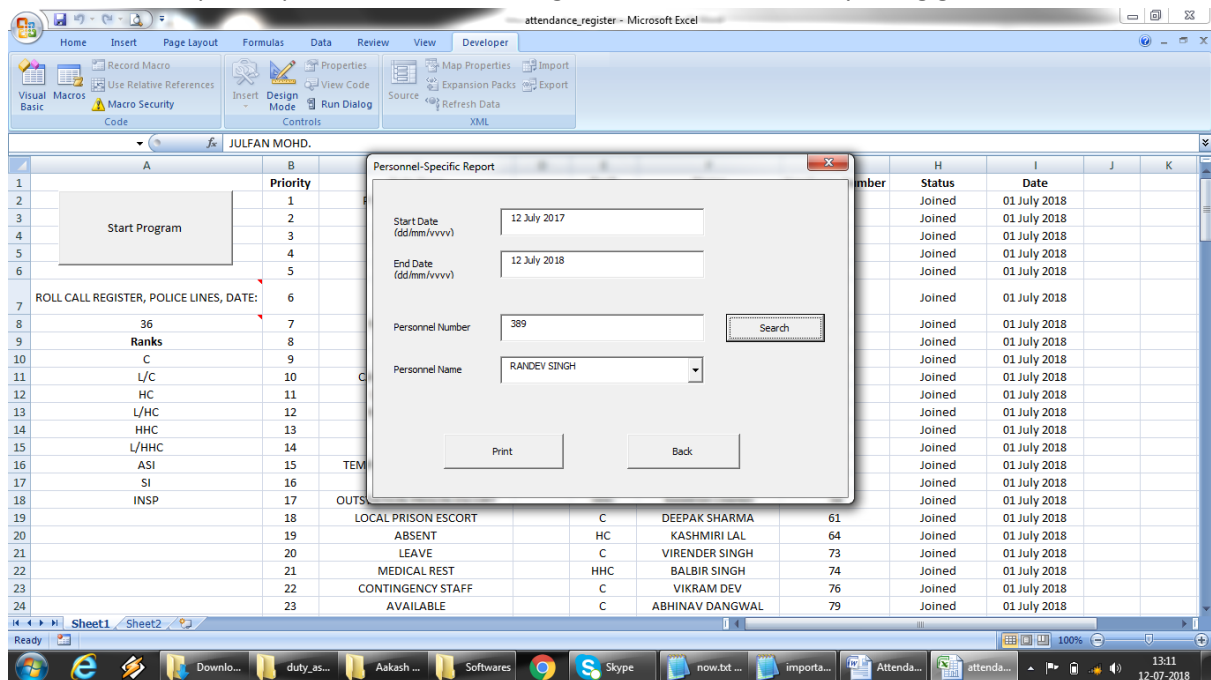
Assign Duty is identical to Review Duty in all aspects, except the Date. Under Review Duty, today's date appears, whereas under Assign Duty, tomorrow's date appears. Entry can only be made in today's or tomorrow's date.

Reports

Various reports which help us are -

- (1) Personal-Specific Report
- (2) Personal Summary Report
- (3) Day-Specific Report

'Personal-Specific Report' generates an attendance register with summary of selected Personnel. It is used when a specific personnel comes with grievance of continuously being given harsh duties.



The screenshot shows a Microsoft Excel spreadsheet titled 'attendance_register - Microsoft Excel'. The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The 'Formulas' tab is active, showing options like Record Macro, Use Relative References, Macro Security Code, Insert, Design Mode, View Code, Map Properties, Expansion Packs, Source, Refresh Data, and XML.

The spreadsheet is for 'JULFAN MOHD.' and contains a table with the following columns: A, B, C, D, E, F, G, H, I, J, K. The data is organized into rows, with a 'Personnel Summary Report' dialog box overlaid on the data.

The 'Personnel Summary Report' dialog box has the following fields and buttons:

- Start Date (dd/mm/yyyy):** 02 July 2018
- End Date (dd/mm/yyyy):** 12 July 2018
- Buttons:** Print, Back

The background spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1		Priority	Duty Type		Rank	Name	Employee Number	Status	Date		
2	Start Program	1	POLICE LINES STAFF		HC	RANDEV SINGH	389	Joined	01 July 2018		
3		2	M.T.	Personnel Summary Report			7	Joined	01 July 2018		
4		3	D.I. DU				8	Joined	01 July 2018		
5		4	DRIVE				9	Joined	01 July 2018		
6		5	Q				11	Joined	01 July 2018		
7	ROLL CALL REGISTER, POLICE LINES, DATE:		6	PSO			12	Joined	01 July 2018		
8	36		NIAB CO				17	Joined	01 July 2018		
9	Ranks		OFFIC				18	Joined	01 July 2018		
10	C		QRT				24	Joined	01 July 2018		
11	L/C		CAMP OF				26	Joined	01 July 2018		
12	HC		QUART				30	Joined	01 July 2018		
13	L/HC		MARKAN				35	Joined	01 July 2018		
14	HHC		EVM				40	Joined	01 July 2018		
15	L/HHC		UAC TR				44	Joined	01 July 2018		
16	ASI		TEMPORARY ATTACHMENT		HHC	NONINDER SINGH	45	Joined	01 July 2018		
17	SI		PO CELL		HHC	CHATTER SINGH	48	Joined	01 July 2018		
18	INSP		OUTSTATION PRISON ESCORT		HHC	RAMESH CHAND	54	Joined	01 July 2018		
19			LOCAL PRISON ESCORT		C	DEEPAK SHARMA	61	Joined	01 July 2018		
20			ABSENT		HC	KASHMIRI LAL	64	Joined	01 July 2018		
21			LEAVE		C	VIRENDER SINGH	73	Joined	01 July 2018		
22			MEDICAL REST		HHC	BALBIR SINGH	74	Joined	01 July 2018		
23			CONTINGENCY STAFF		C	VIKRAM DEV	76	Joined	01 July 2018		
24			AVAILABLE		C	ABHINAV DANGWAL	79	Joined	01 July 2018		

Officer_Summary_02 July 2018_12 July 2018 [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Visual Basic Macros Record Macro Use Relative References Macro Security Code

Insert Design Mode Run Dialog Controls

Map Properties Expansion Packs Refresh Data XML

Properties View Code

A2 HC

Rank	Name	Employee Number	Status	Date	POLICE LINE S TA FF	M.T. STA FF	D.I. DUT Y STA FF	DRI VER DUT Y	OSD	NSO DUT Y	NIA COU RT DUT Y	OFFI CE DUT Y	QRT STA FF	CA MP OFFI CE GU ARD	QU ART ER GU ARD	MA RKA ND GU ARD	EV M GU ARD	UAC TRAI NING	TEM POR ARY ATT ACH ME NT	PO CELL	OUT STA TIO N PRIS ON ESC ORT	LOC AL PRIS ON ESC ORT	ABS ENT	LEA VE	ME DIC AL RES T	CON TIN GEN CY STA FF	AVI ATION
1																											
2	HC	RANDEV SINGH	389	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
3	HHC	SURENDER PAL	7	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
4	HC	JULFAN MOHD.	8	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	HHC	JAGJEET SINGH	9	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
6	HC	JAGIR SINGH	11	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	C	JASBIR SINGH	12	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	HHC	SALIM KHAN	17	Joined	01 July 2018	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	HC	SOM PRAKASH	18	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	C	MOHD. AYUB	24	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
11	HC	DINESH KUMAR	26	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	HHC	KARUN KUMAR	30	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
13	HHC	PARMOD SINGH	35	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
14	L/HHC	RAJ DEVI	40	Joined	01 July 2018	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	HC	BHAGWAT PRASAD	44	Joined	01 July 2018	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	HHC	NONINDER SINGH	45	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	HHC	CHATTER SINGH	48	Joined	01 July 2018	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0

Sheet1

Ready

13:15 12-07-201

'Day-Specific Report' generates Duty Roster for the Day.

The screenshot shows a Microsoft Excel spreadsheet titled 'attendance_register - Microsoft Excel'. The spreadsheet is divided into columns A through K. A 'Day-Specific Report' dialog box is open, displaying the date '11 July 2018' and buttons for 'Print' and 'Back'. The spreadsheet data includes a 'Start Program' button, a 'ROLL CALL REGISTER, POLICE LINES, DATE:' label, and a list of ranks (36, Ranks, C, L/C, HC, L/HC, HHC, L/HHC, ASI, SI, INSP) and duty types (POLICE LINES STAFF, M.T. STAFF, UAC TRAINING, TEMPORARY ATTACHMENT, PO CELL, OUTSTATION PRISON ESCORT, LOCAL PRISON ESCORT, ABSENT, LEAVE, MEDICAL REST, CONTINGENCY STAFF, AVAILABLE). The status of each individual is listed as 'Joined' with a date of '01 July 2018'.

Priority	Duty Type	Rank	Name	Employee Number	Status	Date
1	POLICE LINES STAFF	HC	RANDEV SINGH	389	Joined	01 July 2018
2	M.T. STAFF	HHC	SURENDER PAL	7	Joined	01 July 2018
3					Joined	01 July 2018
4					Joined	01 July 2018
5					Joined	01 July 2018
6					Joined	01 July 2018
7					Joined	01 July 2018
8					Joined	01 July 2018
9					Joined	01 July 2018
10					Joined	01 July 2018
11					Joined	01 July 2018
12					Joined	01 July 2018
13					Joined	01 July 2018
14					Joined	01 July 2018
15					Joined	01 July 2018
16					Joined	01 July 2018
17					Joined	01 July 2018
18					Joined	01 July 2018
19					Joined	01 July 2018
20					Joined	01 July 2018
21					Joined	01 July 2018
22					Joined	01 July 2018
23					Joined	01 July 2018
24					Joined	01 July 2018

Interestingly, at the end you will get a list of individuals who have not been assigned any duty, not even 'Available' or 'Leave' or 'Absent'.

The screenshot shows a Microsoft Excel spreadsheet titled '20180711 [Compatibility Mode] - Microsoft Excel'. The spreadsheet is divided into columns A through P. The 'NO DUTY ASSIGNED' section is highlighted in orange. The spreadsheet data includes a 'NIGHT DUTY SP OFFICE' section, a 'NIGHT MC DUTY' section, a 'POLICE HOUSE GUARD' section, a 'SUSPEND' section, and a 'VIP PILOT / ESCORT DUTY' section. The status of each individual is listed as 'NO DUTY ASSIGNED'.

Rank	Name	Employee Number
4	C	JASBIR SINGH
5	C	PRADEEP KUMAR
6	LHC	RAHUL PANWAR
1	HC	BUDHI SINGH
2	HC	JAGIR SINGH
3	HHC	GIAN CHAND
4	C	NITISH SHARMA
1	C	VIJAY KUMAR
2	C	PRADEEP KUMAR
3	C	VISHAL SHARMA

Take Back Up

This will immediately create a back up folder of entries which are older than 60 days.

