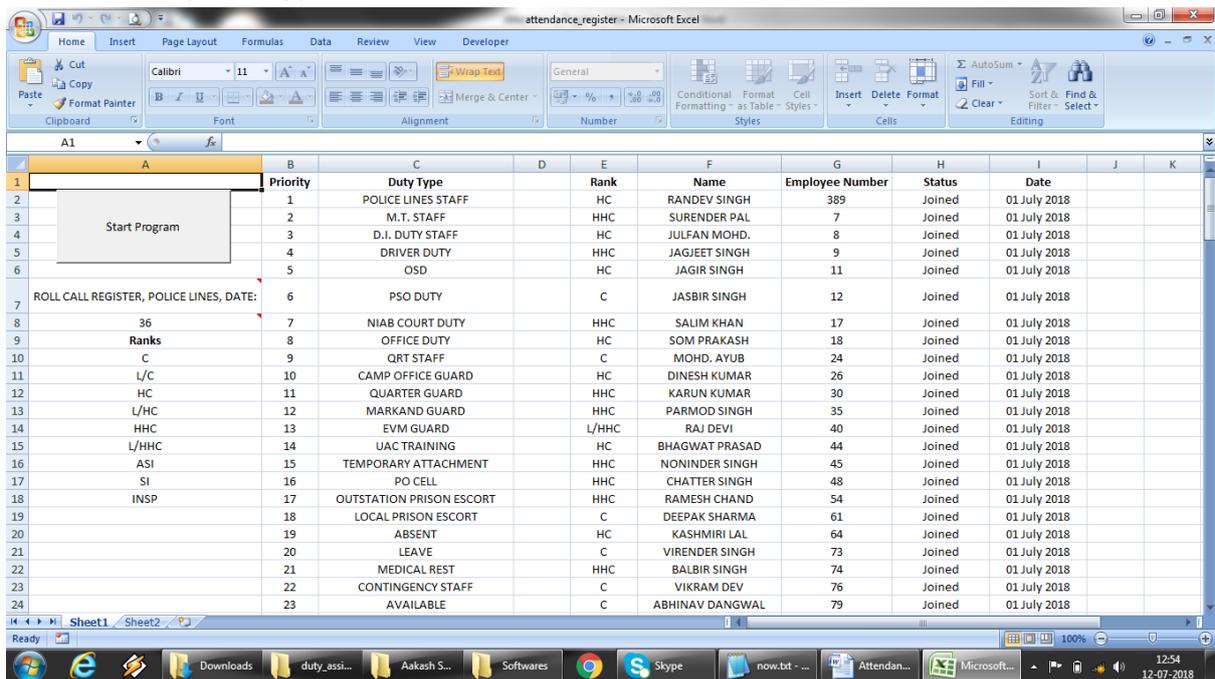
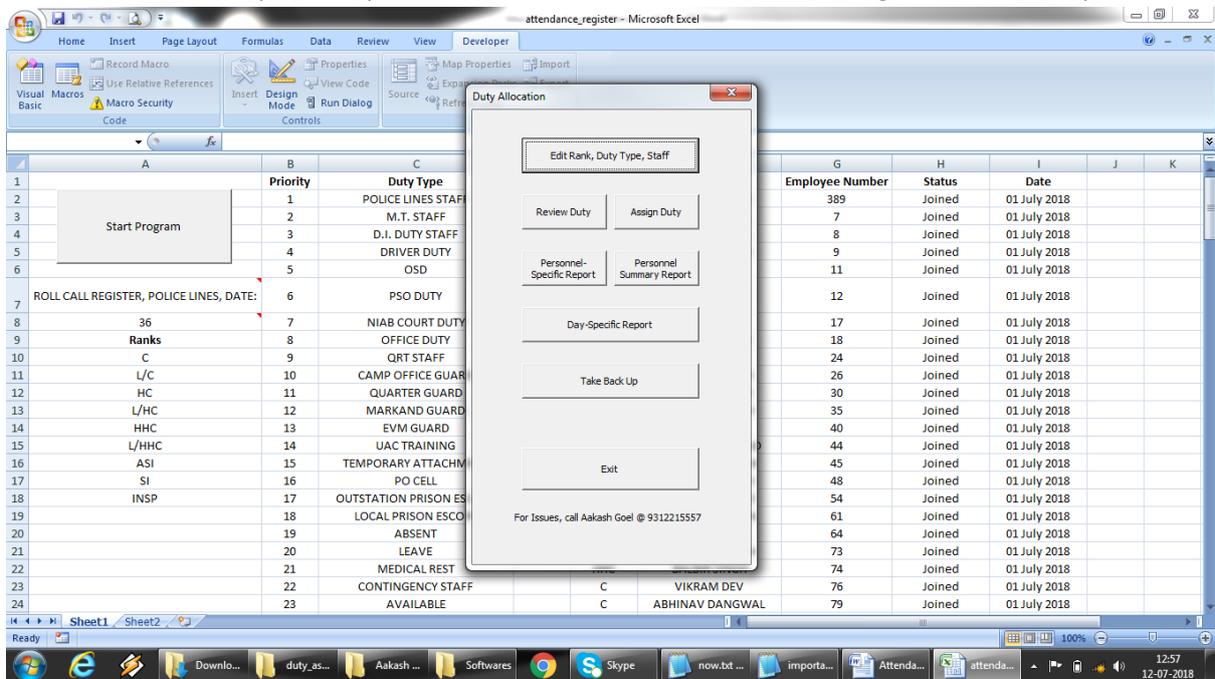


The file when opened appears like this-



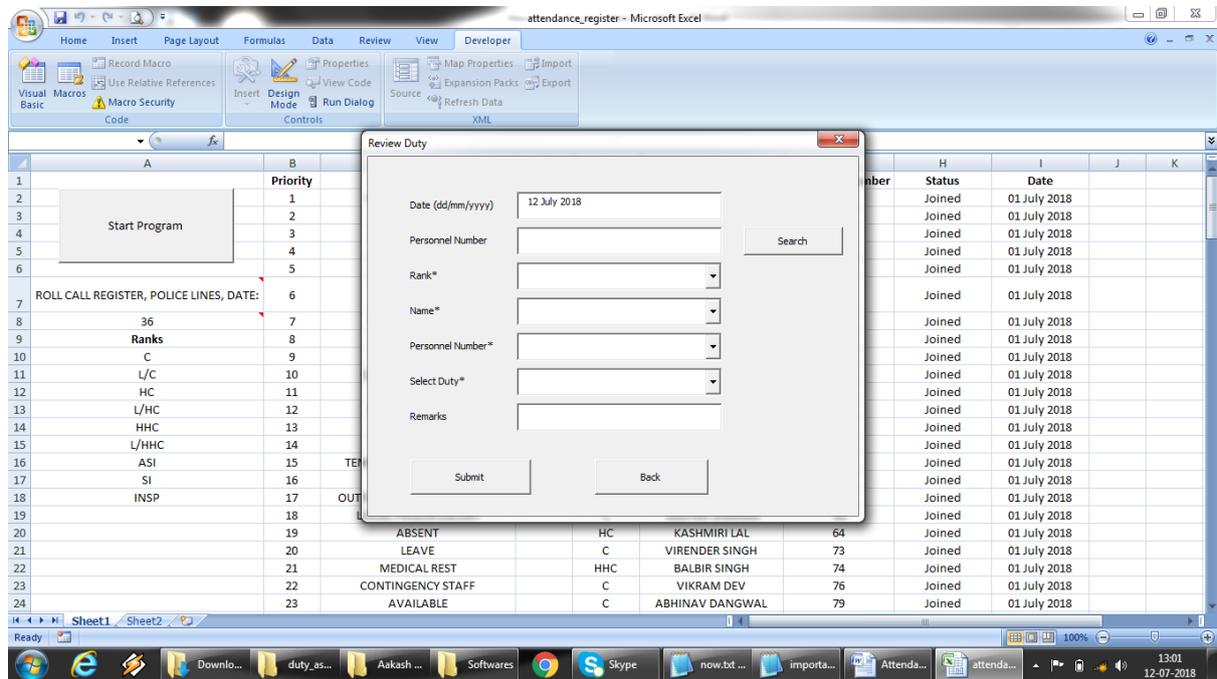
Sheets are protected. They have been protected so that no one can change any data therein without making use of software. This will help in avoiding all kind of erroneous inputs.

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

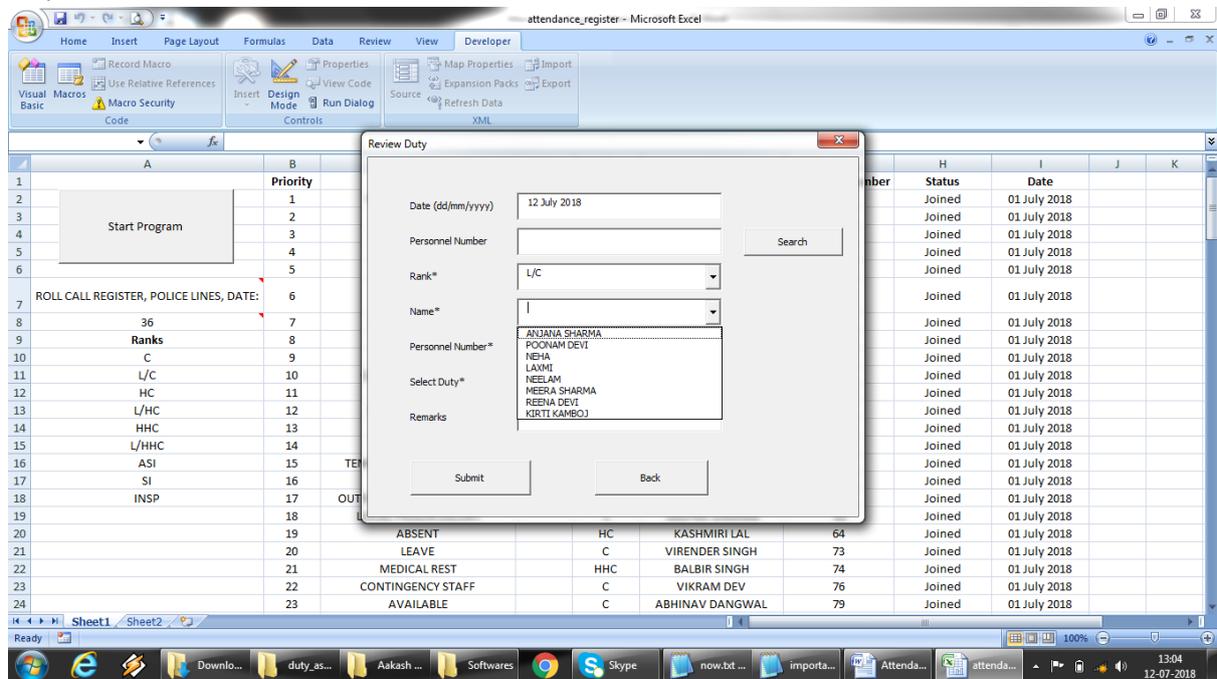


Review Duty

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 an Excel spreadsheet with a dialog box titled 'Personnel-Specific Report'. The dialog box contains the following fields and values:

- Start Date (dd/mm/yyyy): 12 July 2017
- End Date (dd/mm/yyyy): 12 July 2018
- Personnel Number: 389
- Personnel Name: RANDEV SINGH

Buttons for 'Search', 'Print', and 'Back' are also visible. The background spreadsheet shows a list of personnel with columns for 'Number', 'Status', and 'Date'.

The screenshot shows the generated report in an Excel spreadsheet. The report includes the following data:

S. No.	Date	Type of Duty	Remarks
1	11 July 2018	LEAVE	

Summary	
Type of Duty	Count
LEAVE	1

Additional report details shown in the spreadsheet:

- Officer Name: HC RANDEV SINGH - 389
- Report Period: 12 July 2017 to 12 July 2018

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

The screenshot shows an Excel spreadsheet titled 'attendance_register - Microsoft Excel'. A dialog box titled 'Day-Specific Report' is open, displaying a date input field with '11 July 2018' and 'Print' and 'Back' buttons. The background spreadsheet has columns for Priority, Duty Type, Rank, Name, Employee Number, Status, and Date. The data is organized into sections like 'ROLL CALL REGISTER, POLICE LINES, DATE:' and 'POLICE LINES STAFF'.

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	UAC TRAINING	HC	BHAGWAT PRASAD	44	Joined	01 July 2018
16	TEMPORARY ATTACHMENT	HHC	NONINDER SINGH	45	Joined	01 July 2018
17	PO CELL	HHC	CHATTER SINGH	48	Joined	01 July 2018
18	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

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 an Excel spreadsheet titled '20180711 [Compatibility Mode] - Microsoft Excel'. A section titled 'NO DUTY ASSIGNED' is highlighted. The spreadsheet lists various duty types, ranks, names, and employee numbers for the date 11 July 2018. The data is organized into sections like 'NIGHT DUTY SP OFFICE', 'NIGHT MC DUTY', 'POLICE HOUSE GUARD', and 'SUSPEND'.

Duty Type	Rank	Name	Employee Number
NIGHT DUTY SP OFFICE			
1	HHC	DEVENDER SINGH	132
2			
3			
4			
5			
6	LHC	RAHUL PANWAR	461
NIGHT MC DUTY			
1	HHC	HARDEV SINGH	455
2			
3			
4			
POLICE HOUSE GUARD			
1	HHC	JAI PRAKASH	222
2	HHC	SURESH KUMAR	469
3	HHC	MADAN SINGH	163
4	C	SACHIN KUMAR	601
SUSPEND			
1	HC	SOM PRAKASH	18
2			
3			
4	L/C	KIRTI KAMBOJ	616
5	SI	JOGINDER SINGH - BN	
6	HC	DILER SINGH-(BN)	42
7	HHC	DARSHAN LAL-(BN)	252
8	HHC	RAJENDER SINGH-(BN)	315
NO DUTY ASSIGNED			
1	C	VIJAY KUMAR	136
2	C	PRADEEP KUMAR	475
3	C	VISHAL SHARMA	559

Take Back Up

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

The screenshot displays the Microsoft Excel interface with a 'Duty Allocation' dialog box open. The dialog box contains several buttons: 'Edit Rank, Duty Type, Staff', 'Review Duty', 'Assign Duty', 'Personnel-Specific Report', and 'Personnel Summary Report'. Below the dialog box, a smaller notification box states: 'Back Up Folder 20180513_20180513 has been created!' with an 'OK' button. The background shows a spreadsheet with columns for 'Priority', 'Duty Type', 'Employee Number', 'Status', and 'Date'. The spreadsheet data includes various duty types and employee information.

Priority	Duty Type	Employee Number	Status	Date
1	POLICE LINES STAFF	389	Joined	01 July 2018
2	M.T. STAFF	7	Joined	01 July 2018
3	D.I. DUTY STAFF	8	Joined	01 July 2018
4	DRIVER DUTY	9	Joined	01 July 2018
5	OSD	11	Joined	01 July 2018
6	PSO DUTY	12	Joined	01 July 2018
7	NIAB COURT DUTY	17	Joined	01 July 2018
8	OFFICE DUTY	18	Joined	01 July 2018
9	QRT STAFF	24	Joined	01 July 2018
10	CAMP OFFICE GUARD	26	Joined	01 July 2018
11	QUARTER GUARD	30	Joined	01 July 2018
12	MARKAND GUARD	35	Joined	01 July 2018
13	EVM GUARD	40	Joined	01 July 2018
14	UAC TRAINING	44	Joined	01 July 2018
15	TEMPORARY ATTACHMENT	45	Joined	01 July 2018
16	PO CELL	48	Joined	01 July 2018
17	OUTSTATION PRISON ESCORT	54	Joined	01 July 2018
18	LOCAL PRISON ESCORT	61	Joined	01 July 2018
19	ABSENT	64	Joined	01 July 2018
20	LEAVE	73	Joined	01 July 2018
21	MEDICAL REST	74	Joined	01 July 2018
22	CONTINGENCY STAFF	76	Joined	01 July 2018
23	AVAILABLE	79	Joined	01 July 2018