



Attendance & Payment Summary – April & May 2025

4 messages

support webappssoft <cust.webappssoftwares@gmail.com>

Mon, Jun 9, 2025 at 2:56 PM

To: Goutam Dam <goutamoff7@gmail.com>

Dear **Goutam Dam**This email is to provide a complete overview of your **attendance and payment details** for the months of **April and May 2025**. Please take a moment to carefully review the information below and confirm its accuracy. Your acknowledgment is required to proceed with the payment processing.

Employee Details:

- **Full Name:** Goutam Dam
- **Employee ID:** INTUWA242534
- **Designation:** Intern – Backend
- **Stipend:** ₹5,000/month
- **Daily Pay Rate:** ₹166.67 (based on 30 working days/month)

Attendance & Payment Summary

Month	Working Days	Days Present	Days Absent	Deduction (₹)	Net Payable (₹)
April 2025	30	25	5	₹ 833.33	₹ 4,166.67
May 2025	30	28	2	₹ 333.33	₹ 4,666.67

Total Payable Amount (April + May 2025): ₹ 8,833.34

Remarks:

- Attendance data has been compiled based on your daily records.
- **April** reflects 5 days of absence; a corresponding deduction of ₹833.33 has been applied.
- **May** reflects 2 days of absence; a deduction of ₹333.33 has been applied.
- No additional penalties or deductions have been made.
- All stipend calculations are based on your agreed daily rate of ₹166.67.

✔ Next Steps – Your Acknowledgment Required:

Please reply to this email confirming:

1. That the attendance and payment details are correct.
2. That your **bank details** on record are accurate for processing.
3. Whether you have any questions or discrepancies to raise.

Once confirmed, we will proceed with initiating the **payment disbursement for both April and May 2025**.
If any part of this summary seems inaccurate or needs clarification, please notify us as soon as possible.

Thank you for your cooperation and consistent effort throughout the months.

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The two most powerful warriors are patience & time

Thanks & Regards

Team

Webapps Software Solutions

Goutam Dam <goutamoff7@gmail.com>

Mon, Jun 9, 2025 at 3:35 PM

To: support webappssoft <cust.webappssoftwares@gmail.com>

Good afternoon sir,
I hope this message finds you well.

I would like to ask you if I can get the complete attendance sheet of April and May-2025 so that I can re-verify my days of absent.

Thanks and Regards
Goutam Dam

support webappssoft <cust.webappssoftwares@gmail.com>
To: Goutam Dam <goutamoff7@gmail.com>

Acknowledged.

- **Green** – Present
- **Red** – Absent
- **Saturday/Sunday** – Off Days
- **Light Blue** – Half Day
- **Orange** – Marked due to a technical issue or mentorship-related complaint reported by a senior developer

MONTH OF MAY

GOUTAM DAM	INTERN BACKNEND	INTUWA242534		1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	1	1	0	1	1	1	1
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MONTH OF APRIL

GOUTAM DAM	INTERN BACKNEND	INTUWA242534		0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0
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Goutam Dam <goutamoff7@gmail.com> Mon, Jun 9, 2025 at 8:13 PM
To: support webappssoft <cust.webappssoftwares@gmail.com>

Good Evening Sir,
Thank you for your kind cooperation.

I would like to share my concern about the report which you have shared with me.

There are some points which I mentioned -

- The colour code is not matched with the actual report -
1. you mentioned - **Red** – Absent but actually **Red** shows sundays.
 2. you mentioned - **Green** – Present but actually **Green** shows what, that is not cleared
 3. How the Half days are being calculated is not clear, also I have taken any Half days leave on 5th, 6th, and 7th of May, our TPO has mailed for that.
 4. In the report there are some **Zeros** which is also not clear, if it shows absent then on the month of April-2025 the report shows I was absent on 1st, 21st, 22nd, 23rd and 24th, but my self report says that -

Date	Day	Work Done
01-04-2025	Tuesday	Not Joined
21-04-2025	Monday	Taken Leave for Family Occasion
22-04-2025	Tuesday	Taken Leave for Family Occasion
23-04-2025	Wednesday	Taken Leave for Family Occasion
24-04-2025	Thursday	Visit to Kolkata Office for Account Opening

5. On 15th, 16th and 19th May, the report said that I was absent but you have already mentioned that taking leaves for final year exam and its preparation will be paid, I have applied for exam leave from 15th May to 3rd June, and no other leaves on May-2025.

- Based on the above mentioned points and my reports
1. There was 3 personal leaves and one day for not joined on 1st April which will be up-paid.
 2. There was no full day leave on May, only 3 half days for college CA4 exam, mailed from TPO.

I am sharing the complete report of April and May-2025, please find the attachment for the same which clearly holds my point.

Please consider my application to re-verify the payment calculations and do the needful for the same.

Thanks and Regards
Goutam Dam
Backend Developer Intern at Webapps Software SolutionsTM
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2 attachments

-  **Weekly Report May 2025 - Copy.xlsx**
12 KB
-  **Weekly Report April 2025 - Copy.xlsx**
12 KB