

Security Guard Attendance Example - Monthly Sheet (filled sample)

Illustrative data: fictional guards and site. 3 posts: Main Gate day, Main Gate night, Tower Lobby day (12-hour duties).

Agency: Sample Security Services PSARA licence no.: XX/0000 (sample) Client / site: Sunrise Heights, Tower B Posts: Main Gate, Tower Lobby Month & year: September 2026

S. No	Guard ID	Guard name	Shift	1 Tu	2 We	3 Th	4 Fr	5 Sa	6 Su	7 Mo	8 Tu	9 We	10 Th	11 Fr	12 Sa	13 Su	14 Mo	15 Tu	16 We	17 Th	18 Fr	19 Sa	20 Su	21 Mo	22 Tu	23 We	24 Th	25 Fr	26 Sa	27 Su	28 Mo	29 Tu	30 We	Duties	Nights	WO	A	L	OT hrs	
1	G-101	Ramesh Kumar	D	D	D	D	D	D	WO	D	D	D	D	D	D	WO	D	DN	D	D	D	D	WO	D	D	D	D	D	D	WO	D	D	D	D	27	1	4	0	0	12
2	G-102	Sunil Yadav	N	N	WO	N	N	N	N	N	N	WO	N	N	N	N	N	A	WO	N	N	N	N	N	N	WO	N	N	N	N	N	N	WO	24	24	5	1	0	0	
3	G-103	Mohan Singh	D	D	D	D	WO	D	D	D	D	D	D	WO	D	D	D	D	D	D	WO	D	D	L	L	D	D	WO	D	D	D	D	D	24	0	4	0	2	0	
4	G-104	Ajay Patil	R	-	R	-	R	-	R	-	-	R	-	R	-	R	-	-	R	-	R	-	R	R	R	R	-	R	-	R	-	-	R	15	5	0	0	0	0	
		Site total																															90	30				12		

D = day duty N = night duty DN = double duty (counts as 2) WO = weekly off A = absent L = leave R = reliever duty - = not at this site (reliever works other sites)

Check: 3 posts x 30 days = 90 sanctioned duties; the sheet shows 90. Every WO and L day of a rostered guard has an R on Ajay's row for the same date.

15 Sep: Sunil (night) absent; Ramesh stayed on after his day duty (DN) - 2 duties, 12 OT hours; needs his consent and a written reason on file.

8 Sep: Sunil arrived 20:25 for a 20:00 duty - recorded in the daily register remarks; still one full duty.

Site supervisor: V. Sharma 30-09-2026

Client facility manager: (sign) 01-10-2026

Agency operations: (sign) 01-10-2026

The day with the absence and the double duty. Actual times, not roster times.

Supervisor: V. Sharma

Ramesh's day and night are two rows, so the register shows the continuous 24 hours and the second duty is paid as overtime, not hidden as one long shift.

Site supervisor



Security Guard Attendance Example - Month-End Summary and Checks

What the operations team checks before the invoice and the salary sheet go out.

Client / site: Sunrise Heights, Tower B Month & year: September 2026 Prepared by: Ops desk (sample)

Post	Sanctioned duties	Recorded duties	Covered by reliever	Covered by double duty	Gap	Man-hours (x12)
Main Gate day	30	30	4	0	0	360
Main Gate night	30	30	5	1	0	360
Tower Lobby day	30	30	6	0	0	360
Total	90	90	15	1	0	1080

Guard	Duties	Night duties	Weekly offs	Leave	Absent	Double duties	OT hrs (2nd duty)	Goes to
G-101 Ramesh Kumar	27	1	4	0	0	1	12	Salary, PF/ESIC days
G-102 Sunil Yadav	24	24	5	0	1	0	0	Salary, PF/ESIC days
G-103 Mohan Singh	24	0	4	2	0	0	0	Salary, PF/ESIC days
G-104 Ajay Patil	15	5	0	0	0	0	0	Add to his other site sheets

- 1. Invoice: bill the recorded duties (or man-hours) per post, with this sheet countersigned by the client attached.
- 2. Payroll: duties per guard come from the consolidated summary across all sites; Ajay's 15 duties here are added to his other sites.
- 3. Exceptions to explain: one double duty (15 Sep), one absence (Sunil, 15 Sep), one late arrival (Sunil, 8 Sep), two leave days (Mohan, 21-22 Sep).
- 4. If wages are fixed on an 8-hour day, each 12-hour duty also carries 4 overtime hours - follow your wage structure and state rules.