Daily Work Allocation Sheet									
S.N.	Employee Name	Date	Department	Task Description	Priority	Start Time	Ent Time	Status	Remarks
1	Vijendra Kumar	22-08-2025	Accounts	Prepare daily report	High	11:00 AM	4:00 PM	In Progress	Not Prepare Report
2	Anita Soni	22-08-2025	Sales	Client follow- up calls	Medium	12:00 PM	5:00 PM	Completed	
3	Pramod Mahor	22-08-2025	IT	Software Update	Low	1:00 PM	6:00 PM	Pending	
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