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Farm Machinery Corporation Limited

PARO BONDEY: BHUTAN

Post Box No: 1314

“Prioritizing User Satisfaction with *Honesty*” The “*PUSH*”



Ad-hoc Activity Record Form

Employee Name:

Section:

Dispatch no:

Date:

Region:

Sl.No	Division/Section	No of Day /Time	Activity	Propose Percentage	Supervisor rating	Remarks	Attached documents for reference

Note: The activity shall be considered ad-hoc only if an employee is engaged in particular activity for more than three (3) days. Further, the activity which involves constant working/follow up but not incorporated in annual compact shall be incorporated during its midterm review.

Employee Signature

Supervisor Signature

Management

Chief Executive Officer: 08-272439

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