

Non Billable Report For Manas Behera (Year-2020)		
Month	Non-Billable Activity	Hrs.
January-2020		
	Holiday	16.00
	Administrative Adherence	4.00
	Internal team meetings Discussion	6.00
	Sick Leave	8.00
	Paid Leave	4.00
	Training	1.00
	Self Learning	1.00
	TOTAL	40
February-2020		
	Administrative Adherence	2.50
	Bench Period	3.00
	Paid Leave	48.00
	Leave Without Pay	8.00
	TOTAL	61.5
March-2020		
	Sick Leave	16.00
	Leave Without Pay	8.00
	Administrative Adherence	1.50
	Internal team meetings Discussion	5.50
	TOTAL	31
	GRAND TOTAL	132.5