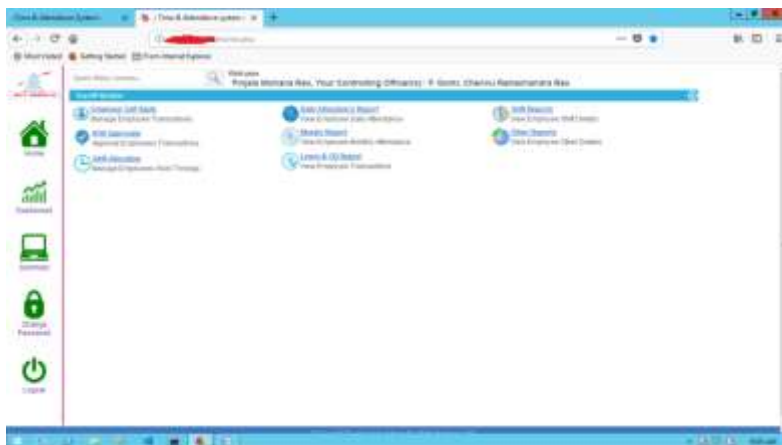


PROCEDURE FOR CHANGE RETURN

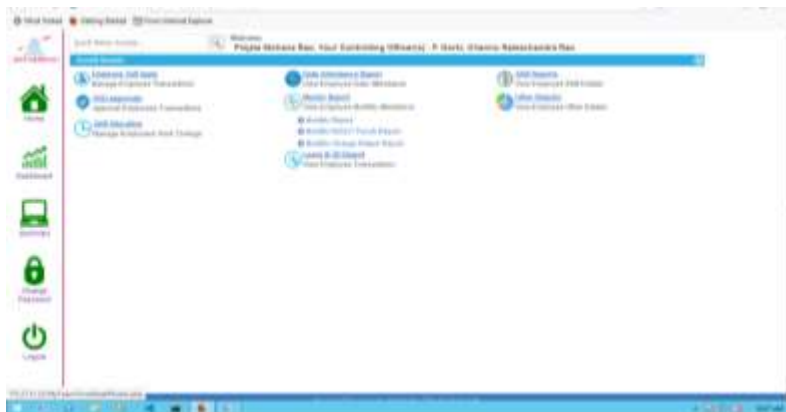
1. Login biometric.aptransco.co.in (Link available in **internal apps** of aptransco.co.in website)



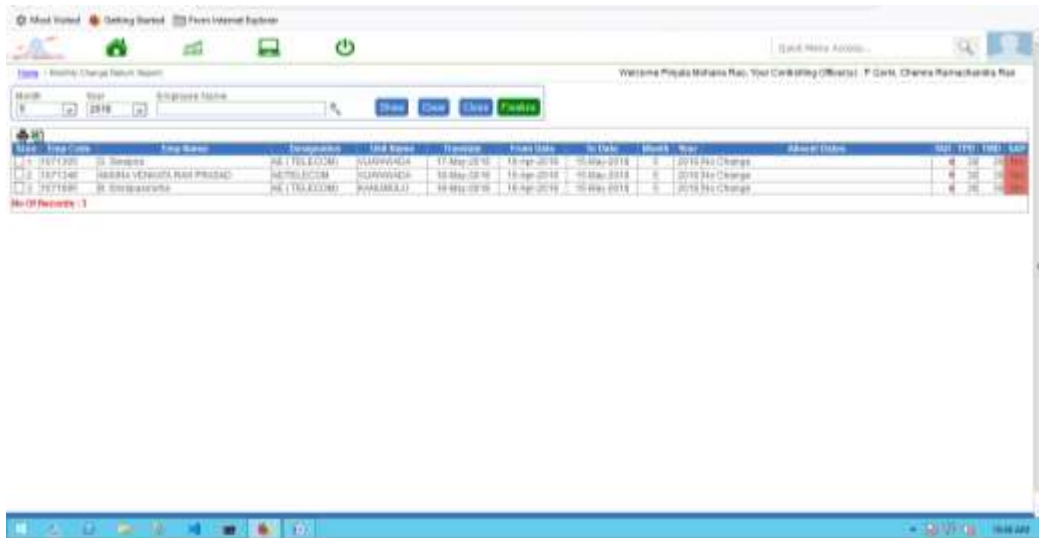
2. Click on Muster Report



3. Click on Monthly Report



4. Click on Show



9. This shows employees details of above Sl. No. 7 procedure completed. Now Click on PRINT button left side above Sl. No. This will be saved in PDF format and Print can be taken.

