



# JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY

(Declared Deemed to be University u/s 3 of the UGC Act)

NOIDA

## ATTENDANCE REGULARIZATION FORM

1. Name of the Employee.....

2. Department..... Designation.....

3. Employee No..... Ext. No.....

4. I have not been able to mark attendance on the reader because of the following :-

(a) Tour From.....to.....

(b) Forgetting to punch the card

Date/s	In	Out
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Date/s	In	Out
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

5. Kindly adjust manually.

Signature of Employee.....

I verify that the Employee was on duty on the specified date and time.

Signature of the HOD.....

Date.....

Registrar Office

Entered on.....

Signature.....