

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

WAKNAGHAT, HIMACHAL PRADESH

ATTENDANCE REGULARISATION/ TOUR FORM

1. Name of Employee _____ Emp. Code _____
2. Department _____ Designation _____
3. Mob. No. _____ Ext. No. _____

4. OFFICIAL TOUR / OD

This is to inform you that I shall be/ was on official tour: -

Departure Date _____ Time _____, Probable Arrival Date _____ Time _____,

Purpose of Tour & Name of Place _____

5. MISSED PUNCH

<u>Date /s</u>	<u>Day</u>	<u>Time In</u>	<u>Time Out</u>	<u>Reason for missing to punch</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. Kindly allow to adjust attendance manually as above.

Signature of Employee

I verify that the employee will proceed on Official Tour /was On Duty/Official Tour on the specified date and time.

Name of HOD _____ Signature of HOD _____ Date _____

Signature of VC/Director/Registrar _____ Date _____

REGISTRAR OFFICE:-

Entered on _____

Signature _____