



Shri Ramswaroop Memorial College of Engineering & Management

Tewariganj, Faizabad Road, Lucknow – 226028

SRMCEM/HR/Attendance Punch/F/01B

ERP ID: E 000000 _ _ _ _

Regularization of Attendance **(Late Punch/Missed Punch)**

Name:

Department:

Regularization of Late Punch

Date of Occurrence:/...../20.....

Punch IN Timing:

Short Leave availed in current month (except the above): -

Occurrence Date: Punch IN/Out Timing:

Occurrence Date: Punch IN/Out Timing:

Reason for delayed punching:

Note: Date wise separate application should be submitted i.e. one application for one day.

Regularization of Missed Punch/Failure to Apply Leave

Date of Occurrence:/...../20..... (a) Missed Punch Occurrence in Morning/Evening.

(b) Details of Leave (Full Day/Half day before Lunch/Half day after Lunch.

(Please tick the appropriate option)

Comments of HOD (Verification regarding his/her presence for period of missed punch):.....

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Signature with Date

Note: Date wise separate application should be submitted i.e. one application for one day.

Date of Application:/...../20.....

Signature of Applicant

Submit the application to HR Office

Application Receiving Date:.....

For HR Office Use Only

Previous Months Record

Month	No. of Short Leave Occurred	No. of Short Leave regularized	No. of Missed Punch Occurred	No. of Missed Punch regularized

Approved/Not Approved
Associate Director (Admin & IQAC)