

Permission Slip

(BIOMETRICS ATTENDANCE SYSTEM)

It is certified that Ms/Mr _____ working in
Designation _____ department is allowed to leave office at
(Time)/reach office at _____ (Time) on account
of _____ (official work to be
specified) on _____ (date).

Accordingly, above early leaving /late coming of
Ms/Mr _____ may be regulated as on Official duty.

Head of the Department

Incharge- Human Resource Department

Copy to:

1. Nodal Officer, Biometric Attendance

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