

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
(AN AUTONOMOUS COLLEGE u/s 2(f) & 12 (B) OF UGC ACT – 1956)

FORGET / UNABLE TO MARK BIOMETRIC ATTENDENCE FORM

Name _____ Department _____ Designation _____

Application for Forget / Unable (Please tick one) Date _____ Time _____

During Start/End (Please tick and cross accordingly) of working day/short leave/half day leave (Please tick and cross accordingly)

Reason _____

Date _____

Signature of Applicant

Recommended / Not Recommended

Accepted / Not Accepted

Head of the Department

Principal