

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

**RELAXATION / INCENTIVE TO MARK BIOMETRIC ATTENDANCE FORM**

Name \_\_\_\_\_ Department \_\_\_\_\_ Designation \_\_\_\_\_

(I) Application for relaxation on date \_\_\_\_\_ (morning/evening) in lieu of working beyond/before daily working timings on dates (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_ (iv) \_\_\_\_\_ (v) \_\_\_\_\_

(II) Application for relaxation on date \_\_\_\_\_ (morning/evening) in lieu of not availed grace time in previous month.

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Recommended / Not Recommended

Accepted / Not Accepted

\_\_\_\_\_  
Head of the Department

\_\_\_\_\_  
Principal