

BIRLA INSTITUTE OF TECHNOLOGY

A Deemed to be University u/s 3 of UGC Act, 1956

MESRA: RANCHI

BIOMETRIC MISSED PUNCH SLIP*

Date:

I Dr. /Prof./Mr./Mrs./Ms. Designation

Emp. Code. Department/ Office /Section

have missed the punch {P1/P2/P3/P4} on (Date) atAM/PM

(Signature of the Applicant)

(HoD / In-charge)

To,

Registrar for necessary records of BBAMS
Administrator (Teaching / Non – teaching)
BIT Mesra, Ranchi

Entered in Biometric on

*Essentially to be furnished the same day or the day after of the missed punch.

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