**BIRLA INSTITUTE OF TECHNOLOGY**

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

**MESRA, RANCHI**

**BIOMETRIC MISSED PUNCH SLIP\***

Date: ………………..

Dr./Prof./Mrs./Mr ………………………………….. Designation ……………………………

Emp. Code: …………………. Department/Office/Section ……………………………………

Have missed the punch (P1/P2/P3/P4) ……….. on …………… (date) at ………….. AM/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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