

PROFORMA FOR NON PUNCHING ATTENDANCE	
Name of Employee	
PEN No:	
Attendance ID No	
Date & Time of Non Punching Request	
Name of Office	
Reason For NON PUNCHING ATTENDANCE 1)New Joiner-PEN/BAS Enrolment was not done. 2)Joined back after deputation-BAS Enrolment was not done 3)Power Failure 4)Device not working 5)Authentication/Server Error 6)Network not available 7)Forgot punching	
Recommendation/Remarks	
Signature of Approving Authority/DDO	
Name of Approving Authority/DDO	
Designation of Approving Authority/DDO	
Office Seal	