

Date: _____

DAV INSTITUTE OF MANAGEMENT
NH-3, NIT FARIDABAD

Application for **TIME CORRECTION**

Name of Employee: _____

Applied for date: _____ IN Punch /OUT Punch: _____ AM/PM

Reason of miss punch: _____

No. of times miss punch taken in the month: _____ Verified By Admin _____

HOD/Vice Principal: _____

Dr. Satish Ahuja
(Principal Director)

(Signature of the applicant)

Date: _____

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