



## **NOIDA INTERNATIONAL UNIVERSITY**

### **Employee Monthly Bio Metric Missed Punch Form**

**Instruction** : Mention the missed punch timing below (should not exceed more than three times in current month) followed by date(s) and to be approved by your reporting authority:

**Employee Name & ID:** ..... **Department:** .....

| DATE(DD/MM/YY): | TIME IN ( AM / PM) | TIME OUT (AM / PM) |
|-----------------|--------------------|--------------------|
| 1.              |                    |                    |
| 2.              |                    |                    |
| 3.              |                    |                    |

**Employee Declaration** : I hereby declare that the bio metric punches mentioned above represent the detail of missed punches in my time report for current month and total number of miss punches more than three times in this month period may lead to block my bio metric attendance. In case of technical error in bio metric machine, I shall escalate / notify the matter to the HR and IT department within 24 hours from the date of my mispunch.

**Employee Signature:**

**Approved By:**

**Head HR:**