

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA - 700032

Biometric Time Rectification Form

EMPLOYEE/STUDENT ID:

EMPLOYEE/STUDENT NAME:

SCHOOL/DEPARTMENT:

Date of Discrepancy (dd/mm/yyyy):

Time of Entry & Exit:

	IN TIME	OUT TIME
As shown now		
To be shown as		

Reason behind discrepancy (Please put ✓)

i.	Forgot to enter biometry attendance
i.	Biometry attendance entered but not recorded
ii.	Signed in manual register
iii.	Others (Please mention in detail)

<u>Signature of the Employee/Student with date</u>	<u>Signature of the School Chair/HOD with date</u>	<u>Signature of the Registrar with date</u>