

**ON DUTY /LATE ATTENDANCE CONSIDER SLIP**

To

Date: \_\_\_\_\_

**Human Resources Department**

West Bengal Electronics Industry Development Corporation Ltd.

Block EP & GP, Sector V

Salt Lake City, Kolkata -700091

Please be noted that Mr. /Mrs. \_\_\_\_\_ (Emp Code) \_\_\_\_\_ will go for  
Outdoor (on-duty) or have Late Attendance from \_\_\_\_\_ (Date/Time)  
to \_\_\_\_\_ (Date/Time) for official work at \_\_\_\_\_ IT  
Park/Office.

Please mark his/her attendance accordingly.

**Signature of employee**

**Signature of H O D**

**Employee Name** \_\_\_\_\_

**(Name of HOD)**