

Pay code: \_\_\_\_\_

Date: / /2022

The HR Manager  
Digdoh Hills, Nagpur

**Duty Certificate**  
(When Not punched Attendance)

01. Name : \_\_\_\_\_

02. Designation : \_\_\_\_\_

03. Department : \_\_\_\_\_

04. Institute : VSPM's College of Physiotherapy

05. Duty performed but forgot to punch on: \_\_\_\_\_

06. Date : / /2022

07. Time: 09.00AM to 04.00PM

08. Reason for not punching attendance Forgot/Out station duty/No power supply/Failed to punch

HR Manager

Head of Institution

Signature HOD