

To

The Medical Superintendent,
Saidu Group of Teaching Hospitals,
Saidu Sharif, Swat.

Subject: **REQUEST FOR CORRECTION IN BIOMETRIC CHECK-IN / CHECK-OUT.**
Sir,

With due respect, I forgot my **Biometric Check-In/Check-Out** during my **Morning/Evening/Night** duty on dated: _____. My presence on the same day is confirmed as this application is forwarded from my In-charge/Junior Registrar/Senior Registrar.

Therefore, it is kindly requested to approve & forward my application to the I.T Department to correct my biometric attendance record, please.

Thanks.

Yours Obediently,

Name: _____

Personnel No: _____

Designation: _____

Department: _____

Signature: _____

Forwarding Authority
HOD/SR/JR/CNS/IC

Name: _____

Designation: _____

Signature: _____

Dated: _____