

Employee ID

IIITS2199

Employee Name

MUJEEBUR.RAHMAN

Designation

BUSINESS ANALYST

Reason *

DOMESTIC TRAVEL

From Date *

25-10-2025

To Date *

26-10-2025

On Duty Request Days



List Of Holidays



Date	From Time	To Time
25-10-2025	09:00	18:00
26-10-2025	09:00	18:00

Holidays	Description
25-10-2025	FOURTH SATURDAY
26-10-2025	SUNDAY

Note: Please Select the holiday if required to work.

Remarks *

Applying OD for Daily allowance ,

Approval Status *

Approve Reject



Approver Remarks

Did you work on that Day? Send out an email listing activities done for that day...

Back

NOTE:

This is not a provision for late login \ early logout \ Missed punching on biometric

Request should only done for the below mentioned 3 cases

a) Misses to punch on biometric on login due to work out of office and comes back to work post lunch – Employees must have logged out in biometric