**Individual Pass/Time Adjustment Slip**

(*To be filled up by the requesting employee*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

*Printed Name of Employee & Signature Date*

*Permission is requested to:*

Leave the Office premises

During Office hours from:

Intended time of departure \_\_\_\_\_\_\_\_\_\_\_\_\_

to intended time of arrival \_\_\_\_\_\_\_\_\_\_\_\_\_

Deviate from fixed time of

Arrival

From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

(fixed time)

Purpose Official Personal

Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled up by the Approving Authority**

Approved by

**To be filled up by the Guard**

**Actual Time of departure \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Actual Time of Arrival \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Guard**

**Individual Pass/Time Adjustment Slip**

(*To be filled up by the requesting employee*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

*Printed Name of Employee & Signature Date*

*Permission is requested to:*

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During Office hours from:

Intended time of departure \_\_\_\_\_\_\_\_\_\_\_\_\_

to intended time of arrival \_\_\_\_\_\_\_\_\_\_\_\_\_

Deviate from fixed time of

Arrival

From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

(fixed time)

Purpose Official Personal

Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled up by the Approving Authority**

Approved by

**To be filled up by the Guard**

**Actual Time of departure \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Actual Time of Arrival \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Guard**

**Individual Pass/Time Adjustment Slip**

(*To be filled up by the requesting employee*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

*Printed Name of Employee & Signature Date*

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Deviate from fixed time of

Arrival

From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

(fixed time)

Purpose Official Personal

Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled up by the Approving Authority**

Approved by

**To be filled up by the Guard**

**Actual Time of departure \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Actual Time of Arrival \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Guard**

**Individual Pass/Time Adjustment Slip**

(*To be filled up by the requesting employee*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

*Printed Name of Employee & Signature Date*

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Deviate from fixed time of

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From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

(fixed time)

Purpose Official Personal

Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled up by the Approving Authority**

Approved by

**To be filled up by the Guard**

**Actual Time of departure \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Actual Time of Arrival \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Guard**