



AKH Group

Head Office: 133-134, Hemayetpur, Savar, Dhaka.

DAILY ATTENDANCE, LATE & ABSENT CORRECTIONS FORM

ID No:.....

Name: Designation:

Department : Section:

| Date | Time | Visit Of Places | Sent By | Purpose |
|------|------|-----------------|---------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Remarks:.....

Signature

Recommended
Manager/AGM/DGM

Approved By
Chairmen/MD/DMD/Director